

For 100 years, **Amalgamated Bank of Chicago** has fostered deep ties to our customers and our community, serving the banking needs of countless businesses, organizations, institutions, and individuals, many for multiple generations. These relationships are based on profound trust, in-depth understanding and highly personal and responsive service provided by our experienced bankers.

We take tremendous pride in being a great place to work! We value the contributions our employees bring to the table every day. We work hard to nurture and maintain a mutually respectful, diverse culture that fosters teamwork and a commitment to exceptional customer service.

**Amalgamated Bank of Chicago** is hiring a **Teller Supervisor** for our **Warrenville Location**. This position is responsible for overseeing the daily operations and production issues in the Teller area in the Warrenville branch.

#### **RESPONSIBILITIES:**

- Manages and coordinates the activities and staff of teller area to ensure efficient customer service.
- Balances the branch daily and investigates any unresolved out of balance conditions.
- Implements policies and procedures as they apply to assigned areas through communication with management.
- Creates and revises department procedures.
- Processes a variety of recons, reports and monetary instrument logs.
- Validates employee time and attendance records.
- Assists with Tellers out-of-balance issues.
- Functions as back up to Branch and/or Universal Tellers as needed by opening teller drawer daily.
- Assists as needed with the processing of deposits.
- Completes special projects as required.
- Performs other related duties as assigned.
- Balances the ATM daily and audits weekly

#### **REQUIRED EDUCATION, EXPERIENCE AND SKILLS:**

- High school diploma or equivalent (required)
- Knowledge of banking practices and procedures as is normally attained in five (5) years of teller experience with strong focus on lead or supervisory ability (required)

#### **BENEFITS:**

- Competitive compensation package
- Full health insurance (medical, dental and vision),
- 401(k)
- Life insurance
- Education Assistance
- Paid Vacation Days
- Employee Assistance Program
- Open-door work environment
- Opportunities for advancement
- Community Service Opportunities

*We are an equal opportunity employer and value diversity, equity, and inclusion at our company. We do not discriminate based on any protected category. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job*

*functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.*