

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 **Universal Teller**. This position is responsible for meeting customer needs by accurately processing various monetary transactions and maintaining appropriate records.

RESPONSIBILITIES:

- Greets customers in a courteous and professional manner and provides prompt, efficient and accurate service.
- Processes and records transactions using integrated teller applications software after verifying amounts, endorsement/signature, negotiability, and account balances.
- Receives checks, cash, and other negotiable instruments (via mail, merchants, or other customers) for deposit to or payment on demand deposit, credit card and loan accounts.
- Cashes checks and processes account withdrawals after determining applicable processing procedures and limits in accordance with whether the customer holds an ABOC account, check presented is drawn on an outside bank, and/or additional approvals are required.
- Issues official (cashier's checks, money orders, etc.) and travelers checks.
- Redeems savings bonds.
- Processes requests for coin and currency.
- Assists with balancing and maintenance of ATMs.
- Performs other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- High school diploma or equivalent (required)
- One year of cashier experience
- Microsoft 365 Experience

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.