

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 Manager**. This position is responsible for overseeing the daily operations and production issues in the Teller and Vault areas.

#### **RESPONSIBILITIES:**

- Manages and coordinates the activities and staff of all teller areas (includes branch and vault operations) to ensure efficient customer service.
- Provides guidance to assigned Head Tellers and Branch Teller Supervisor regarding operational and production issues.
- Coordinates development and guidance of staff.
- Investigates any unresolved out-of-balance conditions and assists Head Tellers with Tellers out-of-balance issues.
- Provides assistance to Vault customers and involves management on issues, questions and comments which arise in processing of accounts.
- Processes a variety of recons and reports.
- Creates and revises department procedures and implements Bank policies and procedures as is applicable to assigned areas upon consultation with upper management.
- Verifies and approves Bank recons prepared by Head Teller/Senior Teller.
- Validates employee time and attendance records.
- Conducts departmental meetings.
- Functions as back up to Head Tellers and Universal Tellers, assists with processing of deposits in Corporate Services and works in the Cash Vault when necessary.
- Coordinates various in-house training for assigned area staff.
- Keeps abreast of related issues through review of manuals, brochures, and other related publications. Also attends related seminars.
- Completes special projects as required.
- Performs other related duties as assigned.

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

- High School Diploma
- Five years of teller experience
- Two Years of experience in a supervisory capacity (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.*