

Crest Savings Bank

Job Description

Job Title: Coin Processor
Department: Branch Administration
Reports To: Branch Manager
FLSA Status: Nonexempt
Date: 1/1/2023

JOB SUMMARY

Sorts, counts and boxes coin by performing the following duties. Contributes to a positive, professional atmosphere. Safeguards all information and keeps records confidential.

OVERALL PURPOSE OF POSITION

Perform various tasks as Coin Processor as noted in key responsibilities

KEY RESPONSIBILITIES

Includes the following. Other duties may be assigned

- Process coin that has been collected from either a Municipality, or a branch.
- Inspect coin for any water, mold, mildew, etc. as this will damage machines.
- Run coin through coin sorter.
- Run coin through coin wrapper and sort and box coin according to denomination and shipment amounts.
- Verifies totals registered on sorting machine against amount of coin being wrapped on wrapping machine, make notations on the receipt and report discrepancies to Branch Manager.
- Give all coin tickets, receipts, and Municipal/branch coin slips to designated supervisor to be deposited in customers account and logged to inventory.
- Prepare bagged coin for shipments as needed.
- Responsible for bringing the cash kiosks out to the branch to be opened & counted as soon as possible.
- Heavy lifting required up to 50 lbs.
- Help supervisor with end of the night settlement.
- Clean coin room and machines at the end of each day.
- Assist the maintenance department in the event there is a lack of coin to be processed.
- Follows the appearance and dress guidelines of the bank.

ESSENTIAL DUTIES

- Set an example to subordinates by following the appearance and dress guidelines of the bank to project an image of professionalism.
- Exhibit an overall friendly, professional attitude to co-workers (and applicants.)
- All employees are expected to practice proper and pleasant phone etiquette.
- Greets/welcomes customers in a friendly, professional manner.
- Follow all security guidelines set forth by Crest Savings Bank including safeguarding customer confidentiality.
- That other duties may be assigned accordingly, when necessary, in your current department or other departments when there is a need at management discretion.

Other duties may be assigned.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Five years related experience and/or training; or equivalent combination of education and experience; or high school diploma or general education degree (GED).

"Crest Savings Bank promotes an equal employment opportunity workplace which includes reasonable accommodations of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties."