



*Position Title:	<i>Cash Counter</i>
*Location:	TMCM-RTA Operation Building
*Position Type:	Full-Time
Compensation:	Hourly: \$14.60 per hour
Start Date:	August 19, 2016 Closing Date: August 26, 2016
Number of Openings:	1

***JOB DESCRIPTION**

- Sorts and counts paper money, using automatic currency-counting machine: Examines money to detect and remove counterfeit, mutilated, and worn bills.
- Sorts bills according to denomination and inserts bills into slot or hopper of machine to be automatically counted.
- Verifies totals registered on machine against amount of deposit reported by member bank or depositor, using calculator, and posts shortage or overage to account.
- Bundles and wraps counted money to be placed in vault.
- May sort, count, and wrap coins.
- Other administrative support duties as assigned.

***JOB REQUIREMENTS/QUALIFICATIONS**

- High school diploma or equivalent
- One (1) year job related experience preferably in a banking or customer service environment.
- Working knowledge of computers
- Speak Fluent English
- Working knowledge of bank products and services

CONTACT INFORMATION

Job Reference #:	001-06
*Contact Name:	Elaina Evans, HR Manager
*Method:	Contact number: ((301) 957-3602 Email: elaina.evans@transitrta.com

SPECIAL INTRUCTIONS:

Please provide a cover letter and résumé