

Finance Cluster



Planning, services for financial and investment planning, banking, insurance and business financial management.

Data Sources
Bureau of Labor Statistics
CareerInfoNet
CareerClusters
The College Board
Tracer

Tellers

Who takes care of the details so that people can obtain credit cards? A bank teller, a type of financial clerk, keeps financial records, reviews financial documents, calculates charges and completes transactions. Want to open a new account at a bank? Tellers assist customers with this transaction, often interviewing them to get relevant information and describing the services their company offers.

If you are interested in a customer service career helping people with their finances, a career as a **teller** may be for you.

Tellers keep track of money.

Are You Ready To...?

- Use computers
- Work with numbers
- Process paperwork
- Interact with customers
- Keep private data confidential
- Continue learning on the job

It Helps To Be...

Someone who loves working with numbers, computers and details. You'll rely on good communication skills to work with customers and coworkers. And you'll need to be trustworthy and discreet.

A Day In The Life...

- Answer customer or public inquiries
- Calculate monetary exchange
- Compile data for financial reports
- Examine financial documents to verify issue
- Greet customers, guests, visitors or passengers
- Maintain account records

Salary and Opportunity in the Austin-area

Median Hourly Wage: \$13.60

That comes out to more than \$28,289 a year.

**In 2016, we had 2,069 Tellers.
By 2026, we'll need 2,230.**

Could you be one of the 161?

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Tellers

Many employers look for tellers with a **high school diploma**.



Top 5 Industries for Tellers

1. Depository Credit Intermediation
2. Nondepository Credit Intermediation
3. Activities Related to Credit Intermediation
4. Management of Companies and Enterprises
5. Securities and Commodity Contracts Intermediation and Brokerage

For more Career Profiles, visit our website:

[http://www.wfscapitalarea.com/YouthServices/
CareerPlanning.aspx](http://www.wfscapitalarea.com/YouthServices/CareerPlanning.aspx).

Related College Majors

- Accounting
- Accounting Technology and Bookkeeping
- Administrative Assistance and Secretarial Science
- Business
- Finance
- Office Management

Related Industry Certifications

- Certified Bank Teller
- Certified Customer Service Representative
- Office Proficiency Assessment & Certification—Basic Math

Related Careers

- Administrative Assistants and Secretaries
- Human Resources Assistants
- Loan Officers and Counselors
- Management Accountants and Internal Auditors
- Personal Financial Advisors
- Public Accountants

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