

HW3538 – Teller

Teller position for The Piedmont Bank – Peachtree Corners Branch (EEO/F/M/Veteran/Disabled)

Teller is an integral part of our business that interacts with customers via telephone, email, fax, postal mail and face to face to conduct all types of transactions, and explain all financial services.

Essential Functions-Teller- Receive checks/cash for deposit, verify amount, & examine checks for endorsements. Cash checks/pays out money after verification of signature & customer balances. Input customer transactions into computer to record transactions, and issues computer generated receipts. Place holds on accounts for uncollected funds. Orders daily supply of cash, counts incoming cash, purchase/sells cash to vault. Balance currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen. Process night drops, mail deposits, or courier deposits. Explain, promote, or sell products or services such as cashier's checks. Remove deposits from and count/balances cash in, automated teller machines and night depository. Accept loan payments. Recognize counterfeit bills. Create Currency Transaction Reports (CTR) when required. Verify and Scan Teller work. Redeem Savings Bonds & Handle Foreign Items.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7

Contact becky.litsky@piedmontbankonline.com for application, voluntary Self-Identification and Self-Identification Disability forms.