

**Personal Banker (cross-trained Teller) (Full-Time) for The Piedmont Bank –Dunwoody Branch (EEO/F/M/Veteran/Disabled)**

**The position of Personal Banker / Teller** is an integral part of our business that interacts with customers via telephone, email, fax, postal mail and face to face to open and close accounts, conduct all types of transactions, and explain all financial services.

**Essential Functions-Personal Banker-** Interview customers to obtain information and explain available financial services such as savings and checking accounts, Individual Retirement Account, Certificates of Deposit, Safe Deposit Box Accounts, and Online Banking services. Open/Close the Branch daily, Input customer's identifying documentation & account information. Answer customer questions, investigate & correct errors, follow customer, & establishment records. (e.g. accept and issue stop payments, account maintenance, customer referrals, etc.). Assist customer complete application(s). Obtain, read & understand credit records from credit reporting agency. Admit customers to safe deposit vault. Process wire transfers of funds and internal transfers for clients as requested. Confidently know all products & ability to cross sell.

**Essential Functions-Teller (cross-trained)-** 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](mailto:becky.litsky@piedmontbankonline.com) for application, voluntary Self-Identification and Self-Identification Disability forms.