

Banking Specialist

Midtown Bank a division of First Landmark Bank

Midtown Bank, a division of First Landmark Bank has an immediate opening for **Banking Specialist** at its office at 712 W Peachtree St Atlanta GA 30308. This position is responsible for providing deposit services to prospects and clients.

Major duties include:

- Provides individual customized services to clients.
- Learns the client's financial situation and need and provides information about bank products and services.
- Works with clients to help them establish new accounts.
- Provides clients with account updates on a timely basis.
- Assists other bank staff in helping clients as needed.
- Records client transactions and issues receipts.
- Processes checks and cash, following specified procedures.
- Balances daily transactions and reports discrepancies to supervisor.
- Balances cash drawer at the end of the day, reporting any discrepancies to supervisor.
- Performs the Branch Capture function.
- Processes courier, mail and night drop deposits.

Other Required Skills and Abilities:

- Demonstrated proficiency of Microsoft Word, Excel, Outlook.
- Detail oriented
- Excellent organizing and planning skills
- Excellent verbal communication skills in person and by phone.
- Ability to work with minimal supervision

Education: High school diploma or equivalent. College degree preferred.

Experience: Previous cash handling and customer contact experience required. Previous banking experience preferred. Knowledge of Fiserv processing system a plus.

First Landmark Bank is an Equal Opportunity Employer committed to diversity in the workplace. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, sexual orientation, gender identity, national origin, disabled or veteran status.

Benefits include medical, dental, life insurance, 401(k), flexible medical spending account, paid accrued vacation, and sick time. Please send your resume with salary history and requirements to lpharr@firstlandmarkonline.com or fax resume to 770-919-1570.