



## TELLER (PT) JACKSON

### Job Summary

Under close supervision, handles all phases of teller transactions associated with checking, savings, and various type payments (loan, utility, etc.). Accepts cash or check items from customers for deposit. Adheres to assigned check cashing guidelines. Job involves considerable customer contact and extensive on-the-job training for job proficiency. Provides quality customer service while promoting the bank's services. **Part Time** hours between 8am - 5pm.... must be flexible due to the needs of the branch. Will also work every Saturday 8am - 12pm.

### Job Functions

- Considerable customer contact and extensive on the job training for job proficiency.
- Provide exceptional customer service.
- Assist customers with account information
- Demonstrate knowledge of United Bank's products and services and match them appropriately to customer needs
- Maintains teller drawer while handling all phases of teller transactions including but not limited to checking, savings, and various type loan payments and credit card payments. Accepts cash and checks for deposit, cashing checks and savings withdrawals within designated limit, accepts tax deposits and issues cashiers checks.
- Verifies cash and endorsements as describe in teller training.
- Maintains proper levels of cash in cash drawer.
- Follows Currency Transaction Reporting (CTR) and Monetary Instrument Log (MIL) regulatory guidelines.
- Reports any OFAC matches to the OFAC Officer.
- Reports suspicious activity through proper channels.
- Processes various night drop and mail transactions as needed.
- Verifies and maintains accurate records of all cash in and cash out transactions.
- Prepares daily settlement of teller cash and proof transactions.
- Follows policies and procedures set forth by the bank.
- Performs any duties requested by a supervisor relating to the bank and its functions.
- Other duties may be assigned.

### Job Requirements

- Quick learner, energetic, articulate, and detail oriented.
- Must be able to lift heavy bags of coin.
- Excellent customer service, employee relations and communication skills a must.
- Must exercise some judgment with moderate supervision.
- Be knowledgeable of bank products, and able to answer basic customer inquiries.

- Must be available to work Monday thru Saturday.
- Ability to deal tactfully with customers and co-workers.
- Attention to detail and confidentiality a must.
- Previous teller experience or at least one year cash handling experience.
- Ability to be accurate and meet deadlines under pressure.
- Experience in customer service/retail environment preferred.
- Ability to apply good judgment in carrying out instructions furnished in written, oral or diagram form.
- Computer skills demonstrated through ability to input detail of work in order to process and complete teller transactions.

**United Bank provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veterans status, disability unrelated to job requirements, genetic information, military service, or other protected status. Please send all resumes to [lgosdin@unitedbank.net](mailto:lgosdin@unitedbank.net)**