



## **Community Bank in Forsyth County Seeking Experienced Teller**

### **Bank Location:**

Foothills Community Bank  
5835 Bethelview Road  
Cumming, GA 30040

Fulltime Teller responsible for providing client services such as receiving, paying out, and maintaining an accurate record of all customer transactions in accordance with the bank's policies and procedures.

Details of daily responsibilities: Receives checks/cash for deposit, verifies amount, & examines checks for endorsements. Cash checks/pays out money after verification of signature & customer balances. Place holds on accounts for uncollected funds. Process night drops and mail deposits. Daily ATM settlement. Accepts loan payments. Recognizes counterfeit bills. Creates Currency Transaction Reports (CTR) when required. Verifies and scans Teller work. Redeems Savings Bonds and handles foreign currency. Account research and statement rendering. Answers the phone.

### **CRITICAL SUCCESS FACTORS:**

- A minimum of one year of Teller experience preferred.
- A genuine desire to serve clients and co-workers.
- Must have excellent interpersonal and oral communication skills.
- Must be professional and have a positive and enthusiastic attitude.
- Must be organized and detail oriented.
- Must have the ability to work under conditions of frequent distractions.
- High school diploma or equivalent is required.

**All qualified applicants send resume to Donna Weaver: [dweaver@myfoothillsbank.com](mailto:dweaver@myfoothillsbank.com).**

### **Equal Employment Opportunity**

FCB is committed to creating and maintaining a positive, productive work environment in which all team members are treated with dignity and respect, and have an equal opportunity to succeed. The Bank is committed to hiring and promoting to the highest levels qualified individuals, regardless of race, sex, religion, color, national origin, age, disability or any other unlawful reason. Our commitment to equal employment opportunity for all applicants and team members at all levels reflects our core values, as well as respect for the law and our duty to our clients, shareholders, suppliers, contractors and business partners. Decisions concerning any aspect of employment violate this commitment if race, sex, religion, color, national origin, age, disability, or any other unlawful reason (including but not limited to pregnancy, HIV status, sexual orientation, gender identity, marital status, genetic information, amnesty, past or present military service) is a factor in the decision. We comply with laws regarding employment of immigrants and noncitizens and provide equal employment opportunity to everyone who is legally authorized to work in the applicable location. We provide reasonable accommodations to applicants and team members with known disabilities, unless doing so would result in an undue hardship to the Company.