



UNIVERSAL II WOODBURY

United Bank is a growing 112 year old \$1.3 billion Community Bank that proudly provides Signature Service to our customers in 18 locations in 11 counties throughout Middle Georgia.

Incumbents in this position serve a key role as the face of United Bank in a variety of financial transactions and responsibilities. To perform this job successfully, an individual must actively and successfully engage in the Teller, CSR and LOA job functions. This versatile employee observes office activity to proactively fill service needs, in order to optimally and efficiently operate the bank office. Must be able to work every other Saturday.

Job Functions

- Provides industry leading Signature Service
- Maintains and balances teller cash drawer, while handling all phases of teller transactions including checking, savings, payment, cash advance, certified check and bond redemption
- Completes retail and commercial transactions according to established procedures, and prepares each for electronic processing
- Uses a consultative approach to understand customers financial needs and educates them on how to get the greatest value from our products and services
- Provides tailored solutions (establishes and expands relationships) by opening and maintaining a variety of deposit accounts and financial services
- Resolves product or service problems by clarifying and determining the cause of the problem, selecting and expediting the best solution, and following up to ensure resolution
- Recognizes and refers cross-sell opportunities
- Captures and tracks key customer interactions for delivering effective sales and service
- Follows security measures, cash management policies, risk and internal control procedures
- Safeguards bank assets by seeking guidance for higher risk transactions that lead to exposure to loss or fraud
- Complies with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act
- Builds and maintains productive relationships with co-workers and partners throughout the organization
- Compiles, prepares, and processes loan file documentation (appraisal orders, credit reports, title work, etc.) necessary for loan approval.
- Serves as liaison between the loan department, officer and/or customer to coordinate and ensure successful loan closing.
- Prepares loan tickets and disbursement of loan proceeds.
- Assists Officer in clearing loan collateral or financial documentation exceptions.
- Other duties may be assigned.

Job Requirements

- High School diploma or equivalent
- Minimum of one year service and sales experience preferred
- Proficient computer skills and active engagement in the new technology
- Excellent interpersonal communication and presentation skills (both written and oral)
- Strong analytical and problem solving skills. Ability to derive innovative solutions

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