

**Personal Banker-Head Teller “Hybrid”: Chamblee/Brookhaven location
(EEO/F/M/Veteran/Disabled)**

The hybrid position includes both Personal Banker & Head Teller and is an integral part of our business. The Head Teller position will supervise tellers and assist with the customers daily. The Head Teller is an integral part of our business that receives and pays out money and keeps records of money and negotiable instruments involved in financial transactions by performing the duties below. The Head Teller assists customers and needs to be alert at all times.

This position interacts with customers via telephone, email, fax, postal mail and face to face to open and close accounts, conduct all types of transactions, and explains all financial services.

Essential Functions-Personal Banker- will 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-Head Teller – Supervise and train Teller staff in all areas to be a fully functional backup for Head Teller. Ongoing supervision of Teller staff verifying duties are being performed and accurate. Receive checks and cash for deposit, verifies amount, and examines checks for endorsements. Cash checks and pays out money after verification of signatures and customer balances. Enter customer transactions into computer to record transactions, and issues computer generated receipts. Place holds on accounts for uncollected funds. Order, verify and/or ship daily supply of cash, counts incoming cash, purchase/sells cash to vault. Balances 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. Explains, promotes, or sells products or services such as cashier’s checks. Removes deposits from and counts/balances cash in, automated teller machines and night depository. Accepts loan payments. Recognize counterfeit bills. Opens and closes the branch. Create Currency Transaction Reports (CTR) when required. Verify and Scan Teller work. Redeem Savings Bonds & Handle Foreign Items. Perform monthly audits. Act as a liaison between the Teller and the Branch Manager. Test alarms monthly.

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@piedmont.bank for application, voluntary Self-Identification and Self-Identification Disability forms.