



## TELLER

### NEWNAN

#### **Job Summary:**

Provides exceptional customer service through direct support, as well as sales and service referrals to appropriate areas of the bank. Primary responsibilities include processing transactions accurately and efficiently.

#### **General Description/Duties:**

- 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
- 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
- Actively engages in and completes all learning requirements associated with position
- Complies with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act
- Promotes the bank's products and services
- Answers basic customer inquiries
- Builds and maintains productive relationships with co-workers and partners throughout the organization
- Performs other duties as required

#### **Requirements:**

- High school diploma, GED or participate in a work-study program
- Professional demeanor, attention to detail and high degree of accuracy are essential
- Experience in customer service/retail environment preferred
- Ability to assess risk, and exercise discretion and confidentiality
- Strong communication and interpersonal skills
- Ability to multitask and work well under pressure
- Proficiency in basic computer skills and active engagement in new technology
- Able to lift heavy bags of coin

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