

Liberty First Bank

Teller Job Description

Basic Function

The function of this position is to satisfy the customer and provide quality customer service through the processing of a variety of cash and non-cash transactions and to be responsible for the safekeeping of any cash or cash equivalent items in their possession.

Responsibilities

- Represent Liberty First professionally, efficiently, and tactfully in order to assure customer satisfaction when in contact with customers, either face-to-face or by telephone. Acknowledge and greet the customer with a smile and call the customer by name while processing deposits and withdrawals for transaction accounts. Always check for customers' additional needs and thank them as they leave.
- Continually safeguard the bank's cash and security of the working environment while processing transactions accurately, securing large dollars, and balancing the teller window daily. All work must be performed within bank guidelines, following bank policies, procedures, and standards of performance.
- Assist the development of new business by identifying customer needs for additional products and services and referring customers to the appropriate sales staff.
- Process various other transactions including but not limited to night drops, ATM deposits, collection items, wire transfers, foreign currency, credit card transactions, loan payments, money orders, travelers' cheques and official checks.
- Cross train in other areas as needed and complete other assigned duties as requested by management.

Basic Qualifications

- High school degree or equivalent
- Minimum one year cash handling and customer service experience.
- Detail oriented - must be able to process transactions accurately and efficiently
- Ability to work in a team environment
- Excellent customer service skills
- Ability to meet and greet the public in a professional manner that reinforces Liberty First's service standards.
- Ability to display professional appearance and mannerisms
- Basic computer skills

Inquiries can be made to:

Maxine Peaks, HR Mgr. at 770-207-3000. Inquiries can also be sent to the following email address:

maxine.peaks@libertyfirst.us