

**Vinings Bank**  
**Universal Banker – Full-Time**

Vinings Bank is currently searching for a Universal Banker for our North Fulton Financial Office. This position will be responsible for producing and assisting with the following:

- Open new deposit accounts
- Perform teller functions within established guidelines including processing deposits, withdrawals, payments, balance daily cash drawer and transactions
- Responsible for the cash vault, night deposit, and ATM at the financial office
- Provide the highest level of customer service to our customers
- Team player that is highly motivated and goal oriented
- Proficiency in use of Windows, Microsoft Word, Excel, and Outlook
- Effective oral and written communication with clients, co-workers and all levels of management
- Perform other duties as may be assigned

Education and Experience:

- High school diploma or equivalent
- One to two years bank teller and/or customer service experience, and computer skills.

Qualified and interested candidates should forward their resume to [careers@viningbank.com](mailto:careers@viningbank.com)