



TELLER (part-time) **JACKSON**

Job Summary:

The Teller serves as the face of our company. This position 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. **Position is Part Time** and requires flexibility between the hours of 8:00am – 5:00pm Monday through Friday. Position will also require some Saturdays from 8am – 12pm. Women and Minorities are encouraged to apply

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

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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