

Legacy State Bank in Loganville, GA is looking for an experienced full-time teller.

Interested candidates should send resumes and any accompanying info to Carol Capell at [ccapell@legacystatebank.com](mailto:ccapell@legacystatebank.com).

Knowledge and Skills Required:

Good verbal and written communication skills required. Must be proficient in MS Outlook and Word. MS Excel a plus. Individual must be able to work in a fast-paced environment, attention to detail, organized, dependable, flexible and a team player. Good interpersonal communication and computer skills; ability to operate standard office equipment such as an adding machines and teller machines.

Degrees, Certifications, Licenses Required:

High School Diploma or equivalent required. Previous banking experience and/or equivalent work experience a plus.

Responsibilities and Duties:

Performs teller duties, which includes, but not limited to, making deposits, withdrawals, check cashing, issuing negotiable items, night drop deposits, loan payments. Ensure that compliance with financial institution procedures and policies are followed. Balance cash drawer at the end of shift within set limits.

Assist customers with various inquires and customer service issues or transactions such as account holds, stop payment orders, direct deposits and check confirmation. Cross sell products we offer.

Assist with answering incoming phone calls.

Perform miscellaneous duties assigned by Head Teller and/or Branch Manager.

In addition, Legacy State Bank may require the employee to perform any reasonable job function beyond these mentioned, based upon company needs.