



ASSISTANT HEAD TELLER BARNESVILLE

United Bank is a growing 113 year old \$1.3 billion Community Bank that proudly provides Signature Service to our customers in 18 locations in 11 counties throughout Middle Georgia.

Job Summary:

Under the direction of the Head Teller, provides leadership to tellers in planning and executing daily activities to ensure efficient and quality customer service. Responsible for knowing and modeling the expectations, policies and procedures set forth by the bank and assists tellers in compliance with these guidelines. Women and Minorities are encouraged to apply.

General Description/Duties

- Provides industry leading Signature Service.
- Successfully performs all duties of a seasoned teller.
- Reviews and approves customer transactions over designated teller limits.
- Maintains vault, ITMs and ATMs in the absence or at the discretion of the Head Teller.
- Assists the Head Teller in audit preparedness, such as inspections of teller logs .
- Assists in the onboarding and training of new employees, as well as the continuing development of the teller team.
- Actively engages in and completes all learning requirements associated with position.
- Builds and maintains productive relationships with co-workers and partners throughout the organization.
- Complies with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act.
- Performs other duties as required.

Requirements:

- High school diploma or GED.
- Two years teller experience with a commendable or higher rating .
- Knowledge of bank policies and procedures concerning the teller function as well as the operation of teller machines/systems.
- Ability to handle stress related to meeting deadlines.
- Displays good leadership skills.
- Must be able to lift heavy bags of coin.

United Bank provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veterans status, disability unrelated to job requirements, genetic information, military service, or other protected status. Please apply online at www.accessunited.com , select the Careers link at the bottom of the page.