



TELLER GRIFFIN

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

Handles all phases of teller transactions associated with checking, savings, and various types of payments. Accepts cash or check items from customers for deposit. Job involves considerable customer contact and extensive on-the-job training for proficiency. Provides quality customer service while promoting the banks services. **Position is Full Time** – Monday thru Friday 8am – 5pm and some Saturdays as needed 8:00am - 12:00pm. Women and Minorities are encouraged to apply.

Job Functions

- Maintain thorough knowledge of Bank policy and procedure.
- Provide exceptional customer service.
- Assist customers with account information.
- Demonstrate knowledge of United Bank's products and services and match them appropriately to customer needs.
- Reports suspicious activity through proper channels.
- Position will be required to comply with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act.
- Considerable customer contact and extensive on the job training for job proficiency.
- Maintains teller drawer while handling all phases of teller transactions, including but not limited to, checking, savings and various type loan payments and credit card payments. Accept cash and checks for deposit, cash checks and savings withdrawals within designated limit, accept tax deposits, and issue cashier's checks.
- Verify cash and endorsements as described in teller training.
- Maintain proper levels of cash in cash drawer.
- Verify and maintain daily record of cash in and cash out transactions, balancing cash drawer daily.
- Processes various night drop and mail transactions as needed.

Job Requirements

- Excellent organizational and prioritization skills.
- Ability to meet multiple deadlines effectively and efficiently.
- Excellent customer service, employee relations and communication skills a must.
- Must exercise some judgment with moderate supervision.
- Be knowledgeable of bank products, and able to answer basic customer inquiries.
- Must be able to lift heavy bags of coin.
- Previous teller experience or at least one year cash handling experience.
- Ability to relate well with others.
- Experience in customer service/retail environment preferred.
- Computer skills demonstrated through ability to input detail of work in order to process and complete teller transactions.

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.