



UNIVERSAL I THOMASTON

United Bank is a growing 114 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:

Incumbents in this position serve a key role as the face of United Bank in a variety of financial transactions and responsibilities. To perform this job successfully, an individual must actively and successfully engage in the Teller and CSR job functions. This versatile employee observes office activity to proactively fill service needs, in order to optimally and efficiently operate the bank office. 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.
- Uses a consultative approach to understand customers' financial needs and educates them on how to get the greatest value from our products and services.
- Provides tailored solutions (establishes and expands relationships) by opening and maintaining a variety of deposit accounts and financial services.
- Resolves product or service problems by clarifying and determining the cause of the problem, selecting and expediting the best solution, and following up to ensure resolution.
- Recognizes and refers cross-sell opportunities.
- Captures and tracks key customer interactions for delivering effective sales and service.
- 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.
- Complies with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act.
- Builds and maintains productive relationships with co-workers and partners throughout the organization.
- Performs other duties as required.

Requirements:

- High school diploma or equivalent.
- Minimum of one year service and sales experience preferred.
- Proficient computer skills and active engagement in new technology.
- Excellent interpersonal communication and presentation skills (both written and oral).
- Strong analytical and problem solving skills. Ability to derive innovative solutions.

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 and select the Careers link at the bottom of the page.