

Guardian Bank
Valdosta, Georgia
Job Description Full Time Teller

Duties include, but not limited to:

Assist customers with deposits, cashed checks and loan payments
Balance cash drawer daily and research outages immediately
Assist with night depository transactions
Assist with ATM balancing
Responsible for making sure all work is scanned promptly and with no errors
Responsible for making sure work area and cash drawer is neat and orderly
File all Currency Transaction Reports over 10K
Assist in opening and closing of the bank if necessary
Follow all Bank Secrecy Act policies and procedures in order to assist in detecting and preventing money laundering and other illegal activities being conducted through the company
Comply with all laws and regulations pertaining to job function
Other duties as directed and assigned by Teller Supervisor

Qualifications Required:

High school education or equivalent
Cash handling experience preferred and good balancing record
Must have good people skills and work well with others
Detail oriented
Ability to perform multiple tasks at the same time
Able to handle stress
May require lifting up to 30 pounds
Reliable / good attendance record
Flexible and available to work at other branch locations
Dress professionally
Proficient in computer use (Microsoft, AS400)

Applicants may submit resumes to: margie.blanton@wbtbankshares.com

Our company is an Equal Opportunity Employer and provides employment opportunities without regard to race, color, religion, national origin, sex, age, veteran status, disability, sexual orientation or gender identity.