



Westside Bank is actively seeking a part-time Teller position at the Hiram, GA location 56 Hiram Drive, Hiram, Ga. Position is part-time flexible hours between 25-30 hours per week. Will be expected to work some Saturdays from 8:30 a.m. to 12:00 p.m.

**Job Summary:**

Bank tellers are responsible for handling customer financial transactions such as cash and check deposits, withdrawals, transfers, issue cashier checks, and various types of payments. Provide excellent customer care to customers regarding daily transactions, addressing inquiries, debit card inquiries and problem resolution. Ensure that compliance with financial institution procedures and policies are followed. Job also involves considerable customer contact while providing quality customer service.

**Job Functions:**

- Maintain knowledge of bank policy and procedures.
- Maintain teller drawer while handling teller transactions including, accept cash and checks for checking and savings deposits, handle checking and savings withdrawals, issue cashier checks, and various types of payments.
- Report any suspicious activity through proper channels.
- Position will be required to comply with all Federal and State banking laws including the Bank Secrecy Act.
- Balancing cash drawer daily.
- Maintain proper levels of cash in cash drawer.
- Process night drop and mail transactions as needed.
- Provide exceptional customer service.
- Assist customer with account information.
- Assist customers with any debit card issues.
- Place check orders.
- Must be able to perform multiple duties at one time efficiently.
- Answer phones and assist the customer with their needs.
- Effective decision making and problem solving skills.

**Job Requirements:**

Excellent organizational and prioritization skills. Excellent customer service and communication skills. Be knowledgeable of bank products, and able to answer basic customer inquiries. High School Diploma or GED. Ability to relate well with others. Previous teller experience preferred.

Please send your resume to [Bragsdale@westsidebank.net](mailto:Bragsdale@westsidebank.net)