



Experienced full time teller position for **Gwinnett Community Bank**
Locations: Duluth, Suwanee and Buford

Teller is an integral part of our business that provides interaction with customers via telephone, email, fax, postal mail and face to face conducting all types of transactions, questions, and provide explanation of financial services and products.

Responsibilities:

- Process transactions for deposit to customer accounts verifying endorsements, signatures, and customer account balances
- Cash checks/pay out money within teller limits after verification of account balance and signature
- Process various other transactions related to night drops, loan payments, safe deposit box payments, credit card payments, cash advances and mail deposits
- Place holds on accounts for uncollected funds as appropriate
- Balance currency, coin, and checks in cash drawer at end of work day accurately to teller computer totals
- Issue Cashier's Checks
- Recognize counterfeit bills
- Familiarity with completion of Currency Transaction Reports (CTR)
- Work within bank guidelines and procedures to safeguard bank's cash and employee security while processing transactions accurately
- Provide professional, courteous, friendly customer service by greeting and acknowledging customers promptly with a smile and pleasant manner
- Assist in the development of new business by identifying customer needs for additional products and services and referring customer to the appropriate staff member
- Willingly perform other duties as assigned

Qualifications & Skills Required:

- High School degree or equivalent
- Minimum one year cash handling experience and customer service experience
- Detail oriented
- Ability to work in a team environment
- Excellent customer service skills
- Basic computer skills

- Competence with telephone, 10 key calculator and other office machinery
- Ability to work in a fast paced environment and under pressure
- The ability to make sound, well thought out decisions
- The ability to work Monday – Friday 8:30 to 5:00 and Saturdays on a rotational basis from 8:30 to 12:00

Inquiries:

Resumes will be accepted by pwillis@gwinnettcommunitybank.com

Gwinnett Community 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.