



**Personal Banker / Teller (Equal Opportunity Employer/Veterans/Disabled)
Westside Bank, a Division of The Piedmont Bank, Mableton location**

Summary

The Personal Banker/Teller position is an integral part of our business that interacts with customers via telephone, email, fax, postal mail and face to face to open and close accounts in addition to explain all financial services.

Essential Functions-Personal Banker

1. Interviews customers to obtain information and explain available financial services such as savings and checking accounts, Individual Retirement Account, Certificates of Deposit, Safe Deposit Box Accounts, and Online Banking services.
2. Open and Close the Branch daily according to procedures established.
3. Types account information obtained from customer and identifies customer for proper documentation to be printed from computer system.
4. Answers customer questions and investigates and corrects errors, following customer and establishment records. (e.g. accept and issue stop payments, account maintenance, customer referrals, etc.).
5. Help customer complete application(s).
6. Obtains credit records from credit reporting agency and have ability to read and understand each report.
7. Admits customers to safe deposit vault.
8. Executes wire transfers of funds and internal transfers for clients as requested.
9. Confidently know all products and ability to cross sell.

Essential Functions- Teller

1. Receives checks and cash for deposit, verifies amount, and examines checks for endorsements.
2. Cashes checks and pays out money after verification of signatures and customer balances.
3. Enters customer transactions into computer to record transactions, and issues computer generated receipts.
4. Place holds on accounts for uncollected funds.
5. Orders daily supply of cash, counts incoming cash, purchase/sells cash to vault.
6. Balances currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen.
7. Process night drops, mail deposits, or courier deposits.
8. Explains, promotes, or sells products or services such as cashier's checks.
9. Removes deposits from and counts/balances cash in, automated teller machines and night depository.
10. Accepts loan payments.
11. Recognize counterfeit bills.
12. Create Currency Transaction Reports (CTR) when required.
13. Verify and Scan Teller work
14. Redeem Savings Bonds & Handle Foreign Items



Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7 High School diploma or equivalent required.

Send Resume to becky.litsky@piedmont.bank to receive application, voluntary Self-Identification and Self-Identification Disability forms