



## **Teller**

### **Full Time and Part Time**

Small Community Bank has openings for Full-time and Part-time Tellers. Tellers most often are the first contact with the customer. The person must provide exceptional customer service while processing transactions accurately and efficiently.

### **Responsibilities:**

- Verify Account Information and confirm customer's Identification before processing transactions
- Process Customer Deposits, Withdrawals, Loan Payments, and redeem Savings Bonds
- Examine checks for correct endorsements and inspect checks for potential fraud
- Inspect Cash for Possible Counterfeit and/or process cash received through currency counter
- Responsible for teller cash drawer; including balancing and maintaining balance limitations
- Process Night Drop and Mail Transactions under dual control as needed

### **Key Result Areas:**

- Ability to deal professionally with customers and co-workers
- Understand and follow procedures in the Teller Manual and Teller Training Manual
- Ensure compliance with all applicable state and federal banking laws & regulations
- Maintain confidentiality of all customer files and proprietary (physical, electronic, intellectual) Bank property
- Attend training and apply knowledge to daily banking operations

### **Experience & Education:**

High School Diploma or equivalent required. Applicants still in High School must provide appropriate documentation for work study.

### **Physical Requirements:**

Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to perform work on computer for an average of 6-8 hours per day and work indoors in climate-controlled shared work environment. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable, and timely attendance and dress in a professional manner.

### **Mental and/or Emotional Requirements:**

Must be able to perform job functions independently and with limited supervision. Must work effectively as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable manner. Must be capable of dealing calmly and professionally with different personalities from diverse cultures and demonstrate highest levels of customer service and discretion when dealing with the public.

Please send resume to [cmarshall@wcgb.com](mailto:cmarshall@wcgb.com)