



Head Teller - Gainesville (Equal Opportunity Employer/Veteran/Disabled)

Summary

The Head Teller position will supervise tellers and assist with the customers daily. The Head Teller is an integral part of our business that receives and pays out money and keeps records of money and negotiable instruments involved in financial transactions by performing the duties below. The Head Teller assists customers and needs to be alert at all times.

Essential Functions-Head Teller: Supervise and train Teller staff in all areas to be a fully functional backup for Head Teller, Ongoing supervision of Teller staff verifying duties are being performed and accurate, Receives checks and cash for deposit, verifies amount, and examines checks for endorsements, Cashes checks and pays out money after verification of signatures and customer balances, Enters customer transactions into computer to record transactions, and issues computer generated receipts, Place holds on accounts for uncollected funds, Order, verify and/or ship daily supply of cash, counts incoming cash, purchase/sells cash to vault, Balances currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen, Process night drops, mail deposits, or courier deposits, Explains, promotes, or sells products or services such as cashier's checks, Removes deposits from and counts/balances cash in, automated teller machines and night depository, Accepts loan payments, Recognize counterfeit bills, Opens and closes the branch, Create Currency Transaction Reports (CTR) when required, Verify and Scan Teller work, Redeem Savings Bonds & Handle Foreign Items, Perform monthly audits, Act as a liaison between the Tellers and the Branch Manager, Test alarms monthly.

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 Preferred banking experience. High School diploma or equivalent required.

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