



**JOB DESCRIPTION
FULL TIME TELLER
SOUTH COAST BANK & TRUST**

Responsibilities:

- **Assist customers with deposits, cashed checks and loan payments**
- **Balance cash drawer daily and research outages immediately**
- **Assist with night depository transactions**
- **Assist with ATM balancing**
- **Scan teller work through Branch Capture**
- **Responsible for making sure work area and cash drawer is neat and orderly**
- **File all Currency Transaction Reports over 10K**
- **Assist in opening and closing the bank**
- **Follow all Bank Secrecy Act policies and procedures in order to assist in detecting and preventing money laundering and other illegal activities being conducted through the company**
- **Comply with all laws and regulations pertaining to job function**
- **Other duties as directed and assigned by supervisor**

Minimum Requirements

- **Two years cash handling experience**
- **Two years banking or retail experience**
- **Must have good people skills and work well with others**
- **Good balancing record**
- **Detailed oriented**
- **Ability to perform multiple tasks at the same time**
- **Able to handle stress**
- **Reliable / good attendance record**
- **Flexible**
- **Must dress professionally**

Testing

- **Drug Screening, Criminal Background Investigation, Credit Bureau**

Our company is an Equal Opportunity Employer and provides employment opportunities without regard to race, color, religion, national origin, sex, age, veteran status, disability, sexual orientation or gender identity.

Email resume and cover letter to: hr@wbtbankshares.com