

JOB DESCRIPTION

Title: Bank Teller

Employment Status: Full Time

Position Summary

Bank tellers are responsible for providing exceptional customer service, including efficient and accurate transaction processing.

Key Duties & Responsibilities

- Process retail and/or commercial deposits, loan payments, process checking and savings account withdrawals promptly and accurately
- Cash Checks
- Maintain an adequate cash drawer at all times; this includes buying and selling currency from the vault as necessary
- Balance cash drawer in accordance with Bank procedures and regulations
- Process credit card cash advances
- Answer customer inquiries and refer customers to the proper service area for issues that cannot be resolved at the teller line
- Issue Cashier's Checks
- Assist customers in accessing safety deposit boxes
- Take safety deposit box payments
- May be responsible for opening and/or closing the bank
- Maintains the highest level of confidentiality with all information obtained
- Promotes the bank's products and services
- Represent the Bank in a manner that maintains and expands positive relations with all customers, potential customers, and co-workers
- Perform as a team member in allocating and coordinating the work flow
- Comply with all department and company policies, procedures, and regulations
- Other duties as assigned
- Be able to multitask
- Answer phones

Knowledge, Skills, & Abilities

- Excellent customer service skills, attentiveness, information retention, tact and diplomacy in dealing with both customers and employees
- Mathematical skills
- Strong communication & organizational skills
- Detail oriented, high degree of accuracy
- Competence with computers, telephone, 10-key calculator, and other office machinery
- Punctual and reliable attendance

Please apply in person with a resume 😊

The contact person will be Greta Fife or Derrell O'Briant

Greta Fife – gfife@fsbsouth.com 205-330-2525

Derrell O'Briant – dobriant@fsbsouth.com 205-330-2525