



Job Posting

Full Time Teller

Reports to: Branch Manager

POSITION SUMMARY:

The Teller is responsible for assisting customers with in-branch transactions. This position will allow you to gain knowledge of multiple facets of banking which will allow you to build a foundation for future advancement with our association.

SPECIFIC DUTIES:

Front Line Duties: Basic knowledge of Products and Services including bank policies in addition to Bank Secrecy and other regulatory policies, Cash Handling, Deposit Transactions, Cashed Checks/Withdrawals, Loan Payments, Savings Bond Redemption, Stop Payments, and Check Holds, End of Day Cashbox Balancing, ATM & Night Deposit Balancing

SKILLS AND ABILITIES:

- Strong customer service skills
- Dependable Team player with Positive Attitude
- High degree of accuracy
- Strong communication skills
- Organizational skills
- Microsoft Excel, Outlook, and Word skills

OTHER DUTIES

Please note this job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

PHYSICAL DEMANDS:

- May have to stand on feet several hours at a time
- May occasionally have to lift, bend, and pull up to 50lbs.

TRAINING AND EXPERIENCE:

- High school diploma or GED required
- Prior bank experience preferred
- Cash handling or sales experience required
- Computer Skills and knowledge required

HOURS: Civic Avenue Branch, Salisbury Hours

Monday-Thursday	8:30a.m. – 5:00p.m.
Friday	8:30a.m. – 6:00p.m.
Saturday	8:30a.m. – 12:00p.m.

Hours will vary depending on schedule