



Bank Teller Job Posting and Job Description

Date: September 30, 2024
Branch: Floresville
Reports to: Teller Supervisor/Branch President
Salary: Based on qualifications

Job Summary: Operates a teller window by providing basic cash receipt and payment services in accordance with financial institution procedures. Performs a variety of customer savings, checking and credit account transactions. Provide assistance to new and established financial institution customers, including cross-selling of products and all associated services.

Essential Functions:

- Provide efficient and courteous customer service, cross-market products and services to generate new business for the financial institution when appropriate or refer customers to the appropriate staff.
- Cash checks, process deposits/withdrawals, verify cash and endorsements, and issue receipts.
- Process various types of transactions such as night deposit bags, savings bonds, wires, loan payments and other services that are provided by the bank.
- Balances cash drawer at the end of the shift and compares totaled amount to computer generated proof sheet. Report any discrepancies to the supervisor as necessary.
- Performs other duties as assigned.
- Attendance is an essential job function.
- Flexibility to work weekends at drive thru teller windows when assigned.

Required Education, Experience and Skills:

- High school diploma or equivalent
- Previous banking experience is preferred but not required.
- Cash handling accuracy.
- Computer literate in Microsoft Office and Excel
- Ability to communicate effectively orally and in writing.
- Bilingual preferred, but not required.
- Excellent phone skills
- Ability to handle multiple tasks and deadlines efficiently.
- Self-motivated with good organizational skills
- Ability to exercise discretion and independent judgment.
- Successful completion of teller training and any other required compliance training.

Physical Requirements:

- Ability to sustain close vision for long periods of time.
- Ability to stand for long periods of time.
- Ability to bend down and lift up to 50 pounds.

The position also includes working on weekends. Weekend hours start with working until 6:00 p.m. on Friday and 8 to 12 on Saturday. All tellers will be on a rotation schedule for the weekend hours.

Contact Information: Contact Amanda Herrera at aherrera@southtrust.com or Jacque Walpole at jwalpole@southtrust.com or call us at 830/216-2216.