

Teller

Job Posting and Job Description

Date: August 22, 2022
Branch: San Antonio
Reports to: Teller Supervisor/Branch Manager
Salary: Based on qualifications

Job Summary: Operates a teller window by providing basic cash receipt and payment services in accordance with financial institution procedures. Provides a variety of customer savings, checking and credit account transactions. In addition, this position will rotate with the other tellers as necessary, to help cover the receptionist duties.

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
- Remote capture scanning of tickets, as well as scanning of account related information in to Director and checking all items that are scanned
- Performs other duties as assigned
- Attendance is an essential job function
- Flexibility to work weekends at drive thru teller windows when assigned
- Greet customers and direct them to the property department or employee. May answer general questions related to bank services or arrange appointments as necessary.
- Assist with answering main phone line to the bank and providing assistance to new and established customers.
- Assist in the Teller, New Accounts and Credit areas as needed.

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. Weekends hours are 9 am to 12 pm on Saturday. There will be a rotation schedule with the other tellers.

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