

Teller

Job Posting and Job Description

Date: March 18, 2024
Branch: Pleasanton
Reports to: Teller Supervisor/Branch President/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. 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. Weekends hours start with working until 6:00 p.m. on Friday and 9 to 12 on Saturday. There will be a rotation schedule with the other tellers.

Contact Information: Contact Renee Lyssy at rylissy@southtrust.com or 830/281-8108, Ext. #1507 or Liz Urbanczyk at lurbanczyk@southtrust.com, or 830/216-2216, Ext #3331

Applications will be accepted until the position is filled.