



Positions Available as of 09/12/2025

**FULL TIME TELLER- GUN BARREL CITY**

**Summary:** Receives and pays out money and keeps records of money and negotiable instruments involved in financial transactions.

**Essential Duties and Responsibilities include the following:**

- Receives checks and cash for deposit, verifies amounts, and examines checks for endorsements and validity.
- Cash checks and pays out money after verification of signatures and customer balances.
- Has thorough knowledge of Reg CC and places holds on accounts for uncollected funds if applicable.
- Maintains daily supply of teller drawer cash and accurately counts all incoming and outgoing cash.
- Balances currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on teller machine.
- Has full knowledge of the different account types offered to customers. Can readily promote and sell products and services.

**FULL TIME ETGF/CPCN/ UV- ATHENS FQY PVQY P**

**Summary:** To prepare analysis of new and existing loans of the First State Bank of Athens and assist in the administration of processing loans.

**Essential Duties and Responsibilities include:**

- Prepares spreads of company financial statements.
- Prepares cash flow of companies' and/or individuals' tax returns/financial statements.
- Prepares written loan packages for Directors Loan Committee consideration.
- Attends and presents financial reports at Loan Committee meetings.
- Prepares worksheet with loan and demand deposit account information.
- Prepares cash flow, sends cash flow to loan officer for review.
- Prepares guarantor cash flow, if appropriate.
- Reviews the credit file and any information from the loan officer.



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**FULL TIME REAL ESTATE PROCESSOR- DOWNTOWN ATHENS**

**Summary:** Processes real estate credit applications and maintains files on individuals applying for loans and credit by performing the following duties.

**Essential Duties and Responsibilities include the following:**

- Process all types of real estate loans from start to finish:
  - Process Early Disclosures
  - Process Commitment Letters
  - Order and Review Appraisals
  - Order Flood Determination and GEO Coding
  - Review closing items (i.e. title commitment, insurance, etc.)
  - Prepare loan documents in either PPDocs or Laser Pro
  - Upload Loans in Navigator
  - Post Review of Real Estate Loans in Navigator
- Upload and Maintain documents for credit and loan Real Estate files in Director.