



Positions Available as of 1/23/2026

FULL TIME TELLER- ATHENS DOWNTOWN

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

Essential Duties and Responsibilities include:

- 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 TELLER- MABANK

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

Essential Duties and Responsibilities include:

- 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.



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(PART TIME OR FULL TIME) EQUIPMENT AND FACILITIES MANAGER

Summary: The Equipment and Facilities Manager is responsible for and supervises the maintenance, care, and efficient operation of all equipment and facilities owned and operated by First State Bank.

Essential Duties and Responsibilities include:

- Inspects and performs maintenance on all equipment and facilities.
- Ensures facilities and equipment are ready for regular business and special events.
- Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Maintains the inventory, storage, and distribution of equipment.
- Provides recommendations for purchases of new equipment and services.
- coordinates and supervises, vendors and contractors as needed for facility repairs and upkeep.
- Collaborates with Retail Office Managers, and department managers for each facility needs and required maintenance.
- Performs other related duties as assigned.

Physical Requirements:

- Must be able to lift up to 50 pounds at times.
- Must be able to climb and use ladders up to 16ft tall.
- Comfortable standing or walking for long periods of time.
- Must have a current state driver's license.
- Must be able to access and navigate all areas of the facilities.

Education and Experience:

- Advanced mechanical skills and basic knowledge of plumbing, HVAC and other building systems.
- Proficient in using tools and repair techniques.
- Excellent communication and interpersonal skills, including the ability to speak with all levels of employees, vendors, and contractors.
- Keen attention to detail and efficient problem-solving skills.
- Must have a high school diploma or GED