



Positions Available as of 11/27/2023

### **UNIVERSAL BANKER – GBC**

**Summary:** Provides personalized banking services as a Teller and Customer Service Representative for customers by performing the following duties:

#### **Essential Duties and Responsibilities include:**

- Efficiently and correctly performs all teller position responsibilities:
  - 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.
- Efficiently and correctly perform all Customer Service Representative responsibilities:
  - Provides information to new, existing, and prospective customers regarding account information, interest rates, account charges, and other pertinent account information.
  - Expertly processes and opens new accounts including DDA, Savings, Time Deposits and IRA's.
  - Assists with Safe Deposit Boxes, Merchant Credit Cards, and requests for wire transfers.
  - Has a full understanding of debit card processing including the ordering of new cards and processing customer disputes.
  - Responds to all customer bookkeeping questions and resolves any problems which may occur including the reconciliation of bank statements, requests for statement images, copies of items, placing and removing orders of stop payments and any other customer request.

### **FULL TIME TELLER- FORNEY**

**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.

### **PART TIME TELLER- ATHENS TYLER STREET**

**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.