



Positions Available as of 4/16/2025

**SUMMER HIRE, PART 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.

**PART TIME TELLER- MALAKOFF**

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