



### **Position Details:**

**Job Title:** Teller  
**Job Type:** Fulltime  
**Location:** Drive-In Branch  
**Date Posted:** March 13, 2019

### **Job Description:**

**Hours:** Hours of work will vary from Monday through Friday, 7:00 a.m. to 5:30 p.m. Every other Saturday from 8 a.m. to 12 p.m. is required.

### **Essential Functions of Position:**

- Greets and serves bank customers in a prompt and friendly manner
- Responsible for ensuring vaults and cash are secured on a daily basis.
- Responsible for processing deposits and/or withdrawals to all types of bank accounts and cash advances accurately and according to procedures
- Responsible for verifying endorsements, validity of transaction, balances and authorized signatures
- Responsible for selling money orders, cashier's checks and handling requests for cashing in U.S. Savings Bonds
- Prepares accurate and timely settlement of daily work by reconciliation of cash drawer
- Responsible for balancing the vault on a daily basis
- Responsible for ordering currency and coin from the Federal Reserve on a daily basis
- Ability to identify additional opportunities to sell products and services to customers
- Must be able to lift approximately 30 pounds
- Must be able to stand for long periods of time
- Willingness to represent First National Bank in the Community
- Performs other duties as assigned

### **Job Qualifications:**

- Ability to operate a computer and related software and accessories
- Ability to perform typing/computer input and other clerical tasks
- Must be detail-oriented with the ability to multi-task
- Ability to comply with all applicable banking regulations
- Ability to work varied hours/days as business dictates
- Excellent interpersonal, oral, and written communications skills
- Effective organizational and time management skills
- Must be adaptable to varying work conditions, job positions and schedules all while maintaining a friendly, helpful manner with customers and employees
- Must be able to communicate with customers and Bank personnel in a positive and proactive manner

We offer a competitive salary as well as an excellent benefits package. We also take pride in being a community bank offering solutions our customers can depend on. We work hard for our customers and always put their needs first. If you would like to be part of a dynamic and growing banking organization, and you share our passion for customer service, we would like to hear from YOU!

First National Bank provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, First National Bank complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. First National Bank expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of First National Bank's employees to perform their job duties may result in discipline up to and including discharge