

**Position:** Paying/Receiving Teller

**Job Type:** Fulltime

**Location:** White House

**Education Level:** High School Diploma

**Minimum Experience:** Previous teller/cashier experience preferred

**Job Description:** Provides prompt, efficient and friendly services to customers, involving receipt and payment of cash, and maintains accurate records of all transactions. Promotes the Bank's services, answers questions and directs customers to appropriate department for specialized services.

**Job Requirements:**

- Basic communication skills (written, verbal and listening)
- Organizational skills
- Understanding of accounting/bookkeeping principals
- Excellent customer service skills
- Ability to interact well, and in a positive manner, with customers, co-workers and management
- Proficient computer skills and working knowledge of Microsoft/Windows
- Ability to handle stressful situations
- Detail oriented, high degree of accuracy
- Ability to rationalize and make on the spot decisions regarding customer transactions
- Ability to enter numerical data on computer with speed and accuracy
- Ability to promote the appropriate company image and maintain a professional attitude
- Flexibility and ability to multi-task
- Must be capable of demonstrating the use of good marketing techniques for cross selling bank products
- Ability to maintain confidentiality and adhere to Bank's privacy policies
- Ability to stand for extended periods of time
- Ability to regularly lift and/or move up to 50 pounds in coin or currency
- Bending and stooping required regularly
- Required to keyboard and view LCD screen for extended time periods