



The Geo. D. Warthen Bank

## **TELLER JOB DESCRIPTION**

The Geo. D. Warthen Bank is hiring a full-time Teller.

The role involves operating a teller window, processing customer transactions, providing courteous customer service, balancing a cash drawer, and complying with bank policies and regulations.

### **Responsibilities include:**

- Handling deposits & withdrawals
- Check cashing
- Loan and credit card payments
- Night deposits
- Using computerized banking systems

### **Requirements include:**

- High school diploma (or equivalent)
- Customer service experience
- Computer proficiency
- Strong math and communication skills
- Attention to detail
- Ability to multitask and work independently or as part of a team.

### **Position Overview:**

- Full-time – 40 hours per week
- Monday – Friday 8:00 am to 5:00 pm, and on a rotating schedule for Saturdays 8:00 am – 12:00 pm
- Attend all required bank meetings

### **Benefits:**

- 401k
- Paid time off
- Opportunities for advancement

**Equal Opportunity Employer**