



## **Teller**

Responsible for providing exceptional customer service including efficient and accurate transaction processing.

### **Essential Functions include the following:**

1. Accept retail and/or commercial deposits, loan payments, process checking, savings account withdrawals, savings bonds and bearer bonds.
2. Balance cash drawer in accordance with Bank procedures and regulations resolving any outages immediately.
3. Verifying and distributing cash.
4. Answer customer inquiries and refer customers to the proper service area for issues that cannot be resolved at the teller line.
5. Providing additional products including Cashier's Checks and Gift Cards.
6. Represent the Bank in a manner that maintains and expands positive relations with all customers, potential customers and co-workers.
7. Perform as a team member in allocating and coordinating the work flow.
8. Scan all teller work with no errors.
9. Prepare courier bags daily.
10. Process night drop and mail deposits.
11. Complies with all Federal and State banking laws and related regulations, to include but not limited to the Bank Secrecy Act.
12. Other duties as directed and assigned by Teller Supervisor
13. Requires High school diploma or equivalent.
14. Requires a minimum of one year of cash handling experience.
15. Proficient computer skills.
16. Available to work at other branch locations.
17. May require lifting up to 30 pounds.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7

Contact [heathers@citizbank.com](mailto:heathers@citizbank.com) for application.

Equal Opportunity Employer: minority/female/disability/veteran