



## **Teller**

### **Full Time and Part Time**

- Meets, Greets, and consistently provides prompt, professional, and outstanding service to every customer in order to build rapport and repeat business
- Study and understand and follow procedures in the Teller Manual and Teller Training Manual
- Verify Account Information and confirm customer's Identification before processing transactions
- Process Customer Deposits, Withdrawals, and Loan Payments
- Examine checks for correct endorsements and inspect checks for potential fraud
- Inspect Cash for Possible Counterfeit and/or process cash received through currency counter
- Responsible for teller cash drawer; including balancing and maintaining balance limitations as defined by policy.
- Process Night Drop and Mail Transactions under dual control as needed
- Properly encode counter ticket items
- Redeem Savings Bonds
- Will follow policy and procedures to ensure consist performance for Regulatory Compliance
- Will be knowledgeable of Teller Related Compliance Policy and Procedures and follow them to ensure consist performance for Regulatory Compliance
- Ability to deal professionally with customers and co-workers
- Must be available to work Monday thru Saturday
- High School Diploma or equivalent required; applicants still in school must provide appropriate documentation for work study

Interested parties should contact Cindy Marshall at 706-647-8951 or email resume to [cmarshall@wcgb.com](mailto:cmarshall@wcgb.com) and indicate position of interest.