



## Bank Teller

**Job Title:** Bank Teller

**Reports to:** Branch Manager

**Classification:** Non-Exempt

**Branch Location:** Whitehouse

### Summary

We are looking to add a stellar teller to our First Fed Delta team. This position serves on the front line with our customers and we strive to exceed their expectations. This position will provide a variety of customer transactions within the bank, as well as helping with any additional needs they may have. We look for accurate, prompt and efficient customer transactions. We would look for you to promote additional bank products to customers as well as open new accounts during high volume periods.

### Essential duties & responsibilities:

- Provide an exceptional customer experience.
- Accurately processing customer transactions including but not limited to daily deposit account transactions, loan payments, night deposits, purchase of money orders and cashier's checks & redemption of saving's bonds.
- Provide access to safe deposit boxes following specialized procedures.
- Process ATM transactions and maintains appropriate levels of available cash.
- Able to balance currency, coin and checks in cash drawer at the end of each shift.
- Match customer and potential customer needs to bank products and services.
- Respond to customer questions and follow through on customer requests.
- Answer incoming calls into the branch.
- Direct customers to appropriate personnel.
- Open accounts and service new & existing customers as needed.

### Other functions

- Assists in vault duties which may include ordering, verifying & shipping cash, etc.
- Complete and scan as needed signature cards, maintenance forms, etc.
- Order checks and debit cards as needed
- Maintains compliance with all banking laws, acts, regulations and bank policies and procedures.
- Any other duties and/or projects as assigned by Management.

### REQUIREMENTS & QUALIFICATIONS

Education: High School Diploma

Experience: Cash handling and customer service experience preferred.

Specific Skills: Strong communication skills; cash handling experience; proficient computer skills.

Specialized Knowledge, Licenses, etc.: none

Supervisory Responsibility, if any: none

Working Conditions:

Required to stand regularly. Shifts scheduled during banking operating hours: Monday thru Thursday 8:00am-4:15pm, Friday 8:00am-6:15pm, and Saturday 8:00am-12:15pm. This position will not exceed 40 hours.

### Benefits for working at First Fed Delta

Below is a list of some of the many benefits that are offered to all full-time employees:



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- Team-oriented work environment
- Competitive Salary, plus incentive program
- Paid Vacation
- Paid Sick Time
- Excellent benefits including medical, dental, vision; Short/Long Term disability, etc.
- 401K with company match

FirstFedDelta is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The Bank is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

First Federal S&L Delta is an Equal Opportunity Employer.

Please respond to this posting with your cover letter and most current resume.

Work Remotely

- No

Job Type: Full-time