



Job Posting

Position: Part-time Teller

FLSA Status: Non-exempt

Pay Range: \$15-17

Department: Retail

Location: Covington/Mandeville

Hours Needed: 29/week

Position Summary:

The teller receives and pays out money, as well as accurately keeps records of money and negotiable instruments involved in various transactions. The teller meets the needs of customers by providing excellent customer service.

Job Responsibilities:

- Receive checking and savings deposits:
 - Verify cash and endorsements, obtain proper identification, and issue receipts.
- Examine checks deposited and complete hold notices, availability based on regulation requirements for funds availability.
- Process savings withdrawals. Cash checks:
 - Verify endorsement, obtain proper identification, and ensure validity of negotiable items presented.
- Identify counterfeit currency.
- Answer basic customer inquiries regarding interest rates, service charges and account histories while complying with disclosure requirements, regulations and consumer privacy policies.
- Refer customers to proper department for issues that cannot be resolved at the teller line.
- Count and roll loose coins.
- Issue personal money orders and cashier's checks
- Accept loan payments: verify payment amount and issue receipts.
- Buy and sell currency from the vault as necessary, ensuring teller cash drawer remains within limits
- Ensure teller station is properly supplied.
- Close accounts when requested.
- Balance drawer daily
- Redeem U.S. Savings Bonds.
- Consistently support the Bank and its Core Values
- Complete currency transaction reports, monetary instrument logs, and report suspicious activity as required
- Follow Safe Act for bank security
- Adhere to all IT policies including but not limited to Acceptable Use, Social Media, Information Security Program
- Follow all bank policies and procedures.
- Additional duties may be assigned by supervisor

Requirements:

- High school diploma or equivalent
- 1+ year experience in customer service
- Cash handling, clerical, administrative, or sales experience preferred
- Teller experience highly preferred
- Basic math
- Knowledge of customer service principles
- Customer focused

- Excellent accuracy and attention to detail
- Ability to operate a computer and navigate software
- Exceptional verbal and interpersonal skills
- Excellent organizational, time management, and decision-making skills
- Honesty and integrity
- Ability to follow directions, comprehend new training, and adapt to changes in policy and procedures

Benefits:

- 401(k) with Employer Match
- Tuition and Professional Development Assistance

American Bank & Trust is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.