



Job Posting

Position: Teller
FLSA Status: Non-Exempt
Pay Range: \$15-18/hr

Department: Retail
Location: Covington/Mandeville
Hours Needed: Monday-Friday, 8:30am-5pm/close

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:

- Complete all teller transactions with accuracy and according to bank policy and procedure, transaction aspects including but not limited to, cash verification, ensuring proper endorsement rules are followed, obtain proper identification and issue receipts.
- Examine checks deposited and complete hold notices, availability based on regulation requirements for funds availability.
- 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/referrals that cannot be resolved at the teller line.
- Count and roll loose coins.
- Ensure teller cash drawer remains within limits.
- Ensure teller station is properly supplied.
- Complete currency transaction reports, monetary instrument logs, and report suspicious activity as required
- Performs customer maintenance transactions
- Act as Vault Teller when assigned
- Consistently support the Bank and its core values
- Follow all policies and procedure
- Additional duties may be assigned by supervisor

Requirements:

- High school diploma or equivalent
- 1+ year experience in customer service
- Cash handling, sales, or clerical experience
- Teller experience preferred
- Excellent written, verbal, and interpersonal communication skills
- Ability to navigate and learn new computer systems
- Exceptional organizational, time management, problem solving, and decision-making skills
- Strong customer service skills
- Honesty and integrity
- Ability to work accurately and efficiently, with close attention to detail
- Ability to work independently while having a strong commitment to team orientation
- Ability to follow directions, comprehend new training, and adapt to changes in regulations, policies, and procedures

Benefits:

- Medical, Dental, and Vision Insurance
- Company Provided Life and Disability Insurance
- Paid Time Off
- 401(k) with Employer Match
- Tuition and Professional Development Assistance

American Bank is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, genetic information, disability, protected veteran status, or any other protected category under applicable law.