

FLOAT TELLER

Hours:

Monday - Friday: Could be 6:30 AM – 9:00 PM Dependent on Staffing needs
Saturdays and Sundays as needed
These hours may change based on the needs of all branches

Location: Ability to work at all branches based on staffing needs

General Summary

This position is under the direct supervision of the Director of Teller Services. Duties include performing various teller duties as described, cross-training within the department as well as other areas of the bank, cross-selling bank products, and training others as directed.

Summary of Job Requirements

- Ability to be consistent in attendance and punctuality in order to fulfill staffing and service needs.
- Positive interpersonal skills with the ability to constructively interact with fellow employees.
- Knowledge of various types of teller equipment to include personal computers.
- Above average verbal and written communication skills.
- Above average math skills.
- A minimum of one-year teller experience.
- The desire to promote bank products and services.
- High school diploma or G.E.D.

Summary of Job Duties

- Performs commercial window, paying and receiving functions.
- Insures that all assigned duties are completed in a timely manner.
- Accountable for representing the bank to customers in a courteous and professional manner.
- Cross-sells bank services and accounts.
- Participates in and provides training to other tellers as directed.
- Completes all necessary documentation as required under CTR guidelines.
- May be required to work non-traditional banking hours, including weekends, nights, or holidays.
- Responsible for Collection Item activity