



TELLER I/TELLER II

DATE: July 29, 2016

POSITION: Teller I / Teller II

FTE STATUS: Full-Time HOURLY (36 – 40 hours / week) | Part-Time HOURLY (30 – 35 hours / week)

JOB DUTIES: This position accepts deposits to checking and savings accounts; cashes checks; handles withdrawals; handles deposits to Christmas Club and other special types of accounts (may include opening such accounts); accepts payments to installment and mortgage loans; sells bank money orders, cashier's checks, traveler's checks; sells and redeems U.S saving bonds. Balances each day's activity. May update automatic savings transactions and conduct certain off-window activities. May have some cross-selling/marketing responsibility. Very knowledgeable in bank policies, procedures and regulations.

Responsible for performing routine teller and customer services duties including night deposit, ATM, or other deposits related tasks as necessary.

Education High School diploma or equivalent

APPLICATION DEADLINE & NEXT STEPS: Applicants can apply by emailing our Director of HR, Deby Gray (dgray@fmbberlin.com).

Deadline for email applications is Monday, 8/22/2016