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## PART-TIME TELLER

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**DATE:** April 30, 2019

**POSITION:** Retail Banking-Teller

**FTE STATUS:** Part-Time HOURLY (<30 hours, flexible schedule. Some Saturdays may be required. )

**JOB DUTIES:** This position is primarily responsible for assisting customers with their transactions on the teller line while ensuring each and every customer receives the highest quality of care and service relative to their financial needs.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

- Maintaining and balancing cash drawer
- Cashing checks
- Processing deposits to savings, checking accounts & loans
- Processing withdrawals from savings, checking accounts and LOC (lines of credit)
- Transferring money between accounts
- Processing loan payments & payoffs
- Issuing money orders/cashier's checks
- Making cash advances on credit cards
- Counting money
- Cashing in CD's
- Organizing drawer to ensure accurate cash balance
- Process customer transactions efficiently, professionally and accurately.
- May be asked help customers with safe deposit boxes, cash savings bonds, foreign currency questions.
- Also may be required to do night drop, mail and roll coin.

**Education** High School diploma or equivalent

**NEXT STEPS:** Applicants can apply by emailing our Director of HR, Beth Nighbor ([bnighbor@fmberlin.com](mailto:bnighbor@fmberlin.com))