**Teller –Job Posting**

Description:

At First Community Bank, we are committed to making our community, the places where we live and work, a better place each day. With a true focus on “community banking,” employees find that they can make an impact through company-sponsored programs such as paid volunteer time, matching gifts for charitable contributions and team participation in charitable events. Through a comprehensive wellness program, employees, and their families challenge themselves to healthier lifestyles and receive the necessary motivation and tools. With over 40 locations in four states, First Community Bank offers competitive benefits and the personal service you would expect from a company that knows your community. We welcome all applicants and look forward to new colleagues joining our community!

Duties:

The Teller is responsible for cashing checks and disbursing funds after verifying signatures when applicable and sufficiency of funds to support withdrawals. Accept deposits, confirming accuracy of transaction. Prepare, verify, and issue official checks and loan proceed checks. Prepare, verify, and process deposits from night deposit box, loan payments, withdrawals, currency and coin orders, safe deposit box payments, etc. Evaluate checks to verify endorsements, dates, identification of persons receiving payments, bank names, and overall legality of the documents. Enter transactions in bank’s Teller Capture software with accuracy and precision, recording all transactions and producing customer receipts. Maintain a neat and organized work area that ensures the safety of all negotiables and confidential records. Make sales referrals suggesting alternative banking options, including the cross-selling of the bank’s products and services.

Qualifications:

* High school diploma or equivalent
* Proficient verbal and written communication skills, including excellent telephone etiquette and legible handwriting
* Active listening skills and ability to ask questions to clarify/determine customer need
* Ability to maintain composure and professionalism when dealing with upset customers
* Strong attention to detail
* Excellent math skills
* Trustworthiness and ability to act with integrity
* Be customer satisfaction-oriented with interpersonal skills to contribute to a productive and team oriented work environment
* Ability to lift up to 25 pounds occasionally and to stand for extended periods of time
* One year of cash handling experience preferred
* Two years of customer service experience preferred