

JOB DESCRIPTION

JOB TITLE: TELLER

SCHEDULE: Monday – Friday, 8:00 a.m. to 5:00 p.m.

GENERAL SUMMARY

Under supervision, but required to function independently and professionally in front of customers. Expected to follow all established policies and procedures to minimize banks' exposure to risk. Provides a variety of front-line customer service functions. Must be able to perform job with a friendly, positive attitude even in stressful situations. Represents FNB Tupelo to the customers and community. Must be highly dependable, attendance is critical to this position.

ESSENTIAL JOB FUNCTIONS

- Greets customers as they enter the building and serves the customer in a courteous, professional manner. Provides prompt, efficient, and accurate service.
- Receives checks and cash for deposit to savings and checking accounts, verifies deposit amounts, examines checks for endorsement and negotiability. Examines cash for validity, and processes transactions.
- Cashes checks and processes withdrawals from savings and checking accounts upon verification of signatures and account records. Memo posts withdrawals.
- Receives payments on loans and prepares appropriate entries.
- Seeks out opportunities to help customers with banking needs and offers solutions. This may include: recommending a particular product or an assisted referral to another department.
- Regular and reliable attendance.

SKILLS

Personal computer, common software applications, calculator, currency counter, basic math skills, excellent interpersonal skills, legible handwriting, good verbal and written communication skills.

EXPERIENCE/EDUCATION

High school diploma or equivalent with previous experience working in a customer service/customer contact position.

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