



## **JOB DESCRIPTION**

**JOB TITLE:** Interactive Teller  
**SCHEDULE:** Monday - Friday, 3:30 p.m. - 7:00 p.m.

### **GENERAL SUMMARY**

Required to function independently, professionally, and with courtesy 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 Oxford to the customers and community. Must be highly dependable.

### **ESSENTIAL JOB FUNCTIONS**

- Greets customers as they interact in the virtual teller environment and serves the customer in a courteous, professional manner. Consistently smiles and uses courteous body language during virtual customer interaction.
- Receives images of checks for deposit to savings and checking accounts, verifies deposit amounts, examines checks for endorsement and negotiability. Verifies cash for accuracy with automatic counter and processes transactions.
- Cashes checks and processes withdrawals from savings and checking accounts upon verification of signatures and account records.
- Receives payments on loans and prepares appropriate entries.
- Processes work in accordance with established procedures.
- Follows all established security procedures to protect employees and customers.

### **SKILLS**

Excellent customer service, interpersonal and verbal communication skills are needed.  
Pleasant voice, good enunciation.  
Excellent interpersonal skills.  
Able to remain calm and polite under stress.

### **EXPERIENCE/EDUCATION**

High school diploma or equivalent. Previous teller experience with demonstration of high performance at this level. Demonstrated successful experience with ease in maneuvering in various computer programs and systems.

**To apply for this position, download and save the Application Form located on our Careers page. Once completed, please send the Application by attaching it in an email to: [careers@fnboxford.com](mailto:careers@fnboxford.com).**

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