

JOB TITLE: Teller
LOCATION: Oxford, MS

GENERAL SUMMARY

Tellers function independently and professionally with customers and are expected to follow all established policies and procedures to minimize banks' exposure to risk. Tellers provide a variety of front-line customer service functions and most importantly must be able to perform the job with a friendly, positive attitude even in stressful situations. Tellers are the front-line contact with customers and must represent the bank favorably to the customers and community. Tellers must be highly dependable--attendance is critical to this position.

ESSENTIAL JOB FUNCTIONS

- Greets customers as they enter the bank and serves the customer in a courteous, professional manner. Provides prompt, efficient, and accurate service.
- Performs customer transactions including but not limited to; deposits, withdrawals, loan payments, sale of money orders, credit card cash advances, etc.
- Keeps cash drawer stocked adequately but under drawer limits. Keeps excess currency strapped and coin rolled.
- Balances teller drawer daily and reports all outages.
- 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.

MINIMUM REQUIREMENTS

The following are required to enable job holders to perform the essential functions of the job.

- Experience using personal computer with common software applications
- Basic math skills, excellent interpersonal skills, legible handwriting, good verbal and written communication skills,

EXPERIENCE/EDUCATION

High school diploma or equivalent with prior experience servicing customers. Prior cash handling and banking experience preferred.

ENVIRONMENT

Required to stand for long periods of time and work at a high counter.

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.

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