

## UNITED SOUTHERN BANK

**Job Title: Teller**

**FLSA status: Non-Exempt**

**Department: Branch Office**

**Reports to: Head Teller**

**Position summary:** The Teller position provides service to customers regarding daily transactions, processing of receipt and payment of cash, answering inquiries and referring customers for appropriate services.

**Role qualifications:**

- Understanding and adherence of legal and regulatory requirements for teller transactions
- Knowledge of daily balancing processes
- Knowledge of financial services
- Ability to prevent losses due to fraudulent transactions
- Projects a professional image in dress, manner, and communication

**Position responsibilities:**

- Provide service to customers regarding daily transactions
- Answers inquiries and refers customers for appropriate services
- Accepts payments for commercial, real estate and installment loan accounts
- Perform other related duties as assigned
- USB employees are expected to comply with all BSA and Compliance regulations, rules, acts & laws

**Essential skills and experience:**

- Quality customer service delivery
- Excellent interpersonal and communication skills
- Ability to work and make decisions independently
- Foster strong partnerships with internal units

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing the duties of this job, the employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk or hear. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.