



## **Float Teller**

**Hours:** This is a full-time, 40 hour per week position with hours varying based on the needs of the bank.

Regular shifts include:

7:15 am – 4:15 pm Monday through Friday, Rotating Saturdays 8 am - noon

9:15 am – 6:15 pm Monday through Friday, Rotating Saturdays 8 am - noon

**Location:** Location varies based on the needs of the bank.

## **Responsibilities include:**

- Provide prompt and courteous service to customers
- Accept deposits of cash and/or checks
- Process withdrawals and cash checks up to designated limits
- Accept loan payments of all types
- Sell cashiers checks and money orders.
- Process cash advances on credit/debit cards
- Report suspicious transactions, activity, or situations to appropriate personnel
- Complete routine training in all areas of compliance including about the importance, requirements, and procedures for completing Currency Transaction Reports (CTRs) and Regulation CC holds
- Follow procedures for all transactions and processes
- Acquire and maintain comprehensive product knowledge
- Promote and cross sell bank products and services, refer customers to appropriate staff for new products and services
- Be active in community service: attend bank functions within the community, interact with customers to create a community relationship, identify opportunities for new business

## **Requirements:**

- Basic math and computer skills
- Ability to speak, read, and write fluently in English
- High School Diploma or equivalent
- Two years cash handling and customer service experience
- Teller experience preferred

## **Physical Requirements:**

Time spent standing: 5-8 hours/day

Lift (weight): Up to 50 pounds, periodically

Other: Ability to see details at a close range; ability to enter confined spaces (i.e., vault) for customer assistance; ability to efficiently process data, discern patterns, and recognize inconsistencies in information.

**AVB Bank is an EEO Employer.**