



JOB POSTING

American National Bank is committed to providing Equal Opportunity in Employment. The Bank is continually trying to improve recruitment, employment, development and promotional opportunities for its employees. Our selection decisions are based on job related factors and not on the basis of race, color, religion, sex, age, national origin, handicap, or veteran status.

POSITION: Teller
JOB REFERENCE #: 01-301
LOCATION: North Branch
DEPARTMENT: Retail Banking
REPORTS TO: Branch Manager
POSTING DATE: November 2, 2009

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains a current knowledge and consistent compliance with Bank Secrecy Act (BSA) requirements.
- Maintains current knowledge and consistent compliance with other Regulations, bank policies and procedures related to the position (Reg. CC).
- Processes paying / receiving teller transactions and maintains accurate records of all transactions
- Cashes checks within assigned limits and stated guidelines
- Accepts savings deposits and withdrawals, verifies signatures, posts interest and balances as required
- Accepts consumer loan and other payments
- Issues money orders, cashiers checks and traveler's checks
- Issues or redeems savings bonds
- Responsible for own daily settlements of teller cash and proof transactions
- Promotes company services, answers questions and directs customers to appropriate department for specialized services
- Delivers quality of service as defined by department standards.

JOB REQUIREMENTS:

- Excellent customer service skills
- Ability to operate standard office equipment
- Good computer skills
- Ability to stand for extended periods of time and lift up to 25 lbs.
- 1 year previous cash handling and customer service experience required
- Prior Teller experience preferred

EQUAL OPPORTUNITY EMPLOYER

Internal Transfer Applications are available on HR Access site under Employee Forms or from your HR Manager.