



## Full-Time Teller

Become a part of our team at F&M Bank. An F&M Bank teller must be able to provide excellent customer service to bank customers by conducting appropriate transactions and meeting the needs of customers by referring them to appropriate departments in the bank.

### Essential Duties:

- Conduct checking and savings deposits and withdrawals: verify cash and endorsements and receive proper identification for cash back
- Examine checks deposited and determine funds availability based on regulation requirements and complete Hold Notices.
- Opening new consumer and business deposit account
- Opening Certificates of Deposit
- Accepting Loan and Insurance Payments
- Issue Money Orders and Cashier's Checks
- Redeem U.S. Savings Bonds
- Perform Cash Advances
- Identify Counterfeit Currency
- Understanding and identifying customers' needs
- Answer basic customer inquiries regarding deposit rates, service charges, account history while complying with disclosure requirements, regulations and consumer privacy laws
- Cross-sell bank products and services and referring to proper department
- Complete daily tasks in a timely manner: balance drawer, Follow all F&M Bank policies and procedures

### Basic Qualifications

- High School diploma or equivalent
- May be required to stand for extended periods of time and may be required to lift bags/boxes of coin weighing up to 50 pounds

### Preferred Skills and Abilities

- Excellent customer service skills
- The ability to make quick decisions regarding customer transactions, weighing customer satisfaction issues with bank exposure to loss or fraud
- Ability to cross sell effectively
- Strong written and verbal communication skills
- Strong reading, writing, and mathematical skills
- Ability to work well under pressure in a fast paced environment
- Basic knowledge of bank products
- Bilingual language skills a plus

Email Resume to [fmbankhr@fmbankne.com](mailto:fmbankhr@fmbankne.com)

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