



Join the team that is changing the way banking is done in Union County!

Resumes should be submitted to HR@rivercity.bank or faxed to HR at 706-236-2125

Universal Banker I

Summary

This position provides teller services in our Hwy 515 Blairsville banking office. They are responsible for the face-to-face processing of regular transactions, such as receiving and paying out money, and keeping records of money and negotiable instruments involved in financial transactions in an efficient, friendly, and accurate manner. Successful candidates need to have a thorough understanding of the customer's transaction requirements and be able to effectively communicate all available options to them. They will educate customers about River City Bank's sales and service delivery options and refer the appropriate products and services matching the customer needs. This position will also refer customers to other business lines to address additional needs.

Key Duties and Responsibilities

- With a good understanding of the bank products/services and the customer's current relationship, offer information on those that can benefit the customer and enhance their banking relationship. (Listen to the customer's needs and matches those needs to the bank's products and services resulting in referrals.)
- Receive checks and cash for deposit to savings and checking accounts, verify deposit amounts, examine checks for endorsement and negotiability, and enter transactions into bank records via an on-line terminal.
- Process cash withdrawals, cash checks and pay money from savings and checking accounts upon verification of signatures and customer account balances. Inspect all checks, bonds, money orders, savings withdrawals, to determine their negotiability.
- Receive and process loan and mortgage payments, issuance of cashier's checks, balancing of checks and cash at the beginning and end of each day.
- Respond to customer inquiries and requests regarding their account, assisting with online banking, debit card inquiries and disputes, as well as all other electronic banking services.

Knowledge, Skills, & Abilities

- High school diploma or general education degree (GED) required
- One to two years related experience and/or training preferred; or equivalent combination of education and experience.
- Ability to calculate figures and amounts such as interest, penalties, percentages, balances, etc.
- Must have the ability to read and interpret documents such as policies, procedures, and departmental directives; to write routine reports and correspondence; and to speak effectively before groups of customers or employees of organization.
- Must possess excellent communications skills, both written and verbal.