

# South Louisiana Bank

## Teller Positions

**Thibodaux Full Time teller** (works M-F 7:45-5 & alternating Sat 8:45-12)

**Thibodaux Part Time teller** (works M-F 12-6 & alternating Sat 8:45-12)

**Bayou Blue Part Time teller** (works M-F 2-6PM & alternating Sat 8:45-12)

### **Specific Job Functions:**

- Assist and serve customers; process mail-in work and night deposits
- Sell bank products
- Maintain and balance a cash drawer; verify money and roll coin
- Receive commercial & individual checking deposits; accept checks for cashing or paying
- Receive savings & club deposits; pay withdrawals; prepare related paperwork
- Assist with incoming and outgoing collections and items in transit
- Sell Money Orders
- Receive loan payments
- Cross-train for collections processing and ATM balancing
- Receive U.S. Savings bonds for payment
- Receive utility payments.
- Perform routine clerical duties in department and other duties as assigned.

### **Qualifications of Job:**

- High school education
- Computer, clerical and calculator skills required
- Ability to provide outstanding customer service
- Ability to supervise in a professional manner
- Teller or cash handling experience preferred

### **Requirements:**

While performing duties, the employee is required to sit, stoop, lift up to 10 pounds, type, have the ability to communicate effectively with others, and will be required to work evenings and/or weekends, and attend remote meetings/trainings and/or travel.

In the performance of respective task and duties, the employee is expected to conform to the following:

- Successfully perform quality work within deadlines with or without supervision
- Interact professionally and confidently with other employees, customers and contacts
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to the job at any time.

**If you meet the requirements and wish to be considered, please the Human Resource Department at 985-851-3434 M-F 8-5.**

South Louisiana Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.