

# South Louisiana Bank

## Head Teller

5379 Highland Rd., Baton Rouge, LA 70808 (985) 851-3434

**Hours:** Monday-Friday 7:45am – 5:00pm;

Must be able to work until 6:00pm, Monday - Friday and Saturdays 8:45am - 12pm, when necessary

**Department:** Baton Rouge Branch

**Supervisor:** Koyan Diarra

### **Specific Job Functions:**

- Perform all aspects of Teller duties
- Perform all aspects of supervising Tellers, including but not limited to:
  - Managing employees
  - Training
  - Ensure compliance with procedures and policies
  - Conduct performance evaluations for Tellers
  - Approve timecards and time off requests
  - Ensure Tellers maintain an acceptable balancing record and manage such
- Order vault money
- Ensure all transactions and customer inquiries are handled appropriately
- Ensure stations are adequately prepared for subsequent shifts
- Complete monthly unscheduled cash counts of teller cash drawers
- Complete quarterly unscheduled cash counts of vault
- Perform routine clerical duties
- Perform all other duties as assigned

### **Qualifications of Job:**

- Minimum 3 years of Teller experience
- High school education
- Computer, clerical and calculator skills required
- Ability to provide outstanding customer service
- Ability to supervise in a professional manner

### **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.

**Please contact the Human Resource Department at (985) 851-3434 if you meet these requirements and wish to be considered for this position.**

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.