



# ALLIANCE BANK

An Equal Opportunity Employer

## POSITION TITLE: **Personal Banker**

### **SUMMARY**

Under general supervision, and in conformance with established bank policies and procedures, provides basic teller functions. These functions include providing customer service at the highest level. Responsible for balancing each day's transactions and verifying cash totals.

### **TYPICAL DUTIES:**

- Basic duties and functions to include: Cashing checks, making deposits and running Smart Branch, as well as, closing checking and savings accounts. Duties will also include assisting clients with Safe Deposit Box.
- The Personal Banker will be able to sell Money Orders and order prepaid cards: Gift and Travel cards.
- A function and duty of this position will be to balance cash drawer and maintain monetary logs. This position will also complete CTRs, when required, with assistance.
- All Alliance Bank employees, including Personal Banker, are required to stay up-to-date on compliance issues, including but not limited to: Holds, Privacy, Stop Payments.
- Client service is a primary function – we will answer the phone promptly & courteously and direct calls to the appropriate person.
- Personal Banker position will have access to CenterDoc documents, Transaction Manager and Connections.
- Personal Banker will promote marketing initiatives/products.
- Participate in bank designated community activity/s
- Be willing to take on new responsibilities and challenges

**In addition**, represent the bank to the customer in a courteous and professional manner, and provide prompt, efficient and accurate services in the processing of transactions.

### **EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED).

