

Float Teller

Reliant Bank is a fast-growing community bank locally owned and operated in Brentwood, TN. We are currently seeking a Float Teller to join the Reliant Bank team. This is an excellent opportunity for a motivated professional to work in a challenging and rewarding environment. This full time, non-exempt position reports to the Head Teller.

PURPOSE OF JOB

This position provides excellent customer care to customers regarding daily transactions, addressing inquiries, and problem resolution at multiple branch locations. Performs all teller duties including processes receipt and payment of cash and loan payments. Refer customers to the appropriate business partner for products and services uncovered during business interactions and/or conversations.

JOB DUTIES AND RESPONSIBILITIES

- Provides excellent customer services including, recommends appropriate range of products and services, cross-sells products, and gathers information needed to efficiently process accounts
- Maintains a well-developed working knowledge of bank products and services through self-motivation, seminars and in-house training
- Consistently meets or exceeds sales referrals as set by management
- Receives checks and cash for deposits to accounts, verifies amounts and examines checks for proper endorsement
- Cashes checks and processes withdrawals, pays out money after verification of signatures and customer balances
- Takes maintenance information from customers including, address changes, phone numbers and adding signers
- Assists customers over the phone including telephone transfers, resolves account problems, re-orders checks, handles stop payments
- Orders, counts, and packages currency to ensure amounts do not exceed regulatory limits and ships out mutilated currency
- Inventories, sells and redeems bonds, student savings gift cards and cashier's checks
- Prepares CTR's, SAR's and Counterfeit Money Reports and distributes to Head Teller
- Balances cash drawer daily and reports discrepancies to Head Teller as necessary
- Balances vault and ATM daily and processes after hour deposit drop
- Assists customers with safe deposit box entry
- Processes Tax and Loan payments, credit card cash advances, and Williamson County Property Tax payments
- Ensures teller station is properly stock with forms and supplies
- Participates in bank sponsored events and networking opportunities, volunteer opportunities and endorses the Bank's branch promise at every opportunity

JOB REQUIREMENTS AND QUALIFICATIONS

- High school diploma or equivalent professional experience preferred
- Minimum one year previous teller experience preferred
- Valid Tennessee Driver's License, dependable transportation, excellent driving record, and automobile insurance required (\$100K/\$300K/\$100K)
- Ability to travel independently and work effectively at different branch locations and with multiple supervisors
- Ability to keep multiple branch security codes/combinations secure and confidential
- Must be flexible with regards to schedule fluctuations and changes in workplace locations
- Excellent customer service skills
- Good general math and cash handling skills
- Knowledge of financial products and services
- Demonstrate a commitment to accuracy and quality while meeting deadlines
- Maintain a professional image with public interaction

Reliant Bank offers competitive compensation and full benefits including medical, dental, life insurance, long term disability, and 401(k). Qualified candidates may submit their resume via e-mail to HR@reliantbank.com. Reliant Bank is an Equal Employment Opportunity/Affirmative Action Employer.