



Citizens Bank of the South is seeking a full-time Teller for its Milledgeville location. This position requires operation of a Teller window and is responsible for processing customers' transactions.

Specific job responsibilities include, but are not limited to:

- Representing the Bank in a courteous, professional manner, being alert to customers' questions and proactively greeting customers.
- Accurately conducting and maintaining records of all credit and debit transactions.
- Receiving cash and checks for deposit.
- Cashing checks for customers.
- Accepting savings deposits and withdrawals.
- Accepting loan and credit card payments.
- Processing night deposits.
- Scanning work as it is processed.
- Utilizing knowledge of bank products and services in the performance of job responsibilities.
- Demonstrating the ability to manage routine service issues independently.
- Understanding the bank's security policies and procedures, assisting in opening and closing procedures and maintaining codes and cash control.
- Applying technical skills through the operation of computerized systems to enter customers' transactions.

Job Requirements:

- Minimum high school diploma or the equivalent is required.
- Formal training in personal computers, banking, retail and customer service preferred.
- Prior banking and customer service experience preferred.
- Proficiency with computers, calculators, printers, and other office equipment.
- Good communication and interpersonal skills.
- Enjoys public contact.
- Mathematical aptitude.
- Flexibility and ability to multi-task.
- A self-starter working well independently with minimal supervision, as well as in a team environment.

Please send your resume' to [jobs2019@cbots.com](mailto:jobs2019@cbots.com) or mail to:

Citizens Bank of the South  
Attention: Human Resources  
P O Drawer 836  
Sandersville, GA 31082

Benefits include medical, dental, life insurance, 401k, flexible spending accounts, paid vacation, holidays, sick and excused time.

Citizens Bank of the South is an Equal Opportunity Employer.