



**Position:** Full-Time/Part-Time Teller

**Duties:**

1. Receives checks and cash for deposit; verifies amount and examines checks for completeness and proper endorsement.
2. Cashes checks and pays out money after verifying identity, proper signatures and balances.
3. Enters transactions into computer, gives customer computer generated receipt
4. Orders daily supply of cash and counts incoming cash
5. Balances currency, coin, and checks in cash drawer at end of shift to bank totals
6. Process customer orders for money orders, cashier checks, gift and travel cards, along with other sales items.
7. Answer incoming phone calls and provide solutions.
8. Accepts and processes loan payments.
9. Initiate wire transfers.
10. Manages the vault, estimating cash needs and balancing to bank totals.
11. Maintain the lobby(drive thru area) area for neatness and order.
12. Greets all customers coming into their location.
13. Other duties as assigned

**Desired Skills:**

1. Strong Computer skills.
2. Outgoing personality with the ability to meet and greet new people.

**To Apply:** Visit [citizensada.bank/careers](http://citizensada.bank/careers) to complete the employment application, and return it to any Citizens Bank of Ada location. Any questions can be directed to Tracie Carter at 580-310-4438.