Citizens Bank of the South is seeking a full-time Teller for its Statesboro 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 with 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 jobs2024@cbots.com or mail to:
    Citizens Bank of the South
    Attention: Human Resources
    P O Box 836
    Sandersville, GA 31082

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

Citizens Bank of the South is an Equal Opportunity Employer.