

**Teller – Skyline National Bank
Wilkesboro, NC**

Position Summary: Skyline National Bank in Wilkesboro, NC has an immediate opening for a full-time teller. In this position, you will provide account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, and cashing savings bonds; answering questions in person or on telephone; referring to other bank services.

At Skyline National Bank, our core values are Smart, Kind, Young-at-heart, Local, Inspired, Nonconforming and Energetic. We look for ways to be “always our best” and look for team members who can deliver on that promise.

Key Responsibilities:

- Cashes checks, accepts deposits, accepts loan, tax and other payments, and processes withdrawals
- Maintains accurate daily balancing records and informs supervisor of all overages and shortages
- Processes contents of night deposit bags and envelopes under dual control
- Removes deposits from automated teller machines, counts and balances
- Complies with bank operations and security procedures by participating in all dual-control functions; maintaining customer traffic surveys; auditing other tellers' currency; assisting in certification of proof.
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Cross-sells bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.
- Regular and reliable attendance is needed to perform the essential functions of this job.
- Responsible for knowledge of and compliance with all applicable laws, regulations, and bank policies and procedures that pertain to this position, including but not limited to the Bank Secrecy Act. In addition, participation is required in any training necessary to achieve a thorough understanding of how these laws relate to the responsibilities

Position Qualifications:

- High school diploma or GED
- Excellent customer service skills and at least one year of customer service experience
- At least one year of banking or cash handling experience
- Strong mathematical skills

To apply, send your resume to hr@skylinenationalbank.com.