Part-time Teller

Location: 103 Churchill Drive, Newport, KY 41071

We are looking for those great candidates who are interested in a career with United Bank & Capital Trust Company. Interviewing Now!

JOB SUMMARY
The Teller I accepts deposits, cashes checks, processes withdrawals, processes loan and various payments, manages a cash drawer and performs routine branch and customer services duties. The Teller I promotes business for the Bank by building and maintaining good customer relations and cross-selling bank products.

ESSENTIAL FUNCTIONS
- Receives checks and cash for deposit
- Cashes checks and processes withdrawals
- Accepts loan, bill and tax payments
- Processes credit card cash advances
- Follows established policy on verifying customer identity, signature, negotiability of instruments, availability of funds
- Maintains cash drawer within established limits
- Balances cash drawer daily or as required by policy
- Promotes business by recognizing and acting on opportunity to cross-sell bank products
- Promotes business by developing and maintaining good customer relations through courteous and professional service
- Maintains current knowledge of bank products, policies, procedures and regulatory requirements
- Performs routine branch and customer service duties, varying by location
- Other functions and responsibilities may be added at the company’s discretion

QUALIFICATIONS
- High school diploma or GED
- Basic reasoning and math skills
- Basic keyboarding and computer skills
- Service oriented with strong interpersonal and oral communication skills
- Professional in conduct and appearance
- Visual acuity, with or without correction
- Good sense of hearing, with or without correction

SPECIAL REQUIREMENTS
- Must be able to accommodate flexible scheduling of hours and work location, as needed
- Must be able to sit and/or stand for periods of up to two hours
- Must be able to occasionally lift up to 25 pounds (reasonable accommodation may be made)
- Must be able to occasionally move up to 50 pounds (reasonable accommodation may be made)

We are an Affirmative Action/Equal Opportunity Employer.
Male/Female/Disability/Veterans
We are committed to working with applicants and providing a reasonable accommodation for any part of the application or hiring process due to a disability. This option is reserved for individuals who require accommodation due to a disability. You may submit your accommodation request by sending an email to apply@unitedbankky.com or calling 502-227-1695.