



Now Hiring: Teller at our Harrisburg Branch

We are seeking a Full Time Teller to become a part of our team! If you are eligible and interested in applying for the position, please e-mail a completed employment application along with your resume to Elizabeth Rogers, HR Manager: erogers@fnbwyne.com. Compensation will be commensurate with the position and the experience and qualifications of the individual.

Position Summary:

The incumbent primarily assists commercial customers in addition to supporting personal customers in day to day transactions, maintains a cash drawer, closes bank as necessary.

Essential Duties and Responsibilities Include but are Not Limited To:

- Primarily assists commercial bank customers with more complex banking transactions.
- Receive checking and savings deposits; verify cash and endorsements, receive proper identification for cash back and issue receipts of deposit.
- Examine checks deposited and determine proper funds availability based on regulation requirements and complete hold notices.
- Process saving withdrawals, money market, Christmas club, cash checks; verify endorsement, receive proper identification and ensure validity.
- Identify counterfeit currency.
- Refer customers to the proper department for issues that cannot be resolved at the teller line.
- Count and roll loose coins.
- Record all transactions electronically throughout their shift.
- Accept loan payments; verify payment amount and issue receipts.
- Buy and sell currency from the vault as necessary, ensuring that teller drawer cash limits are not exceeded.
- Accept Utility payments.
- Balance drawer daily, including periodic batching of cashed checks.
- Process cash advances, redeem U.S. Savings Bonds.
- Performs opening and closing procedures as assigned.
- Processes night deposits.
- Participates in community events and projects on behalf of the bank.
- Performs other related or unrelated duties as required or assigned.

Education and Experience

- High School diploma or GED and two years of related experience preferred.
- Must be proficient in the use of various software programs.
- Must regularly lift and/or move up to 50 pounds.