



**FIRST NATIONAL BANK OF**  
**GROTON**

**Company:**

The First National Bank of Groton, NY is a locally owned Community Bank established in 1865, with a mission of *Customers for life, one day at a time*. The Bank provides a full range of loan and deposit services at its offices in Groton and Moravia. As a team member, you will play an important role in satisfying that mission by meeting the needs of our customers each and every day.

**Requirements:**

- HS diploma or equivalent
- Three years of customer service and cash handling experience

**Position:** Customer Service Representative/Teller

**Responsibilities:**

- Perform all duties assigned in a courteous and professional manner
- Is punctual – arrives to work on time, dressed and groomed in a professional manner

**Duties:**

- Assist customers with processing various transactions. This may include:
  - Make deposits and withdrawals to customer checking and savings accounts
  - Receive and apply customer loan payments
  - Assist customers with accessing safe deposit box and be familiar with procedure and policy
  - Sell Bank Money Orders and MoneyGram International Money Orders
  - Cross-sell basic services and products
  - Redeem savings bonds
  - Exchange foreign currency
  - Open and close deposit accounts
  - Assist customers with balancing checkbooks
  - Process business coin and cash change orders
- Adhere to current regulatory and privacy requirements
- Maintain cash drawer and accurately balance at end of day
- Prepare accurate daily settlement of work
- Examine checks for endorsement and negotiability
- Process, cut and bind check orders
- Process new and renewed loans
- Additional duties as assigned.

**Benefits:**

- Competitive compensation and benefits package
  - 401K
  - Health insurance
  - Life insurance
  - Paid vacation and sick time