

The Employment Opportunities for Students link on the Dyersburg State web page is provided as a service to the community. Employers seeking to post a job announcement should contact the Counselor/Career Services Coordinator, Carmen Pfeifer, at pfeifer@dsc.edu or call 901-475-3137.

Employers are solely responsible for their postings. DSCC is not responsible for any employment decisions made by any entity posting jobs on this site. DSCC has sole discretion to restrict postings on this site. DSCC does not make any representations regarding the accuracy or validity of the information posted by employers and does not endorse any business or organization. Job announcements that contain inaccurate, false, or misleading information or material that exploits people or appears to be posted solely to solicit personal information will be refused at the discretion of the site manager. Announcements containing information that is irrelevant to the job opportunity being presented will be refused.

Job Title: Head Teller, Centennial Bank

Business/Location: Centennial Bank, (One position in Henderson and one position in Adamsville)

Requirements:

- High School Diploma or Equivalent
- Reliable transportation due to travel between branches, will have a set schedule.
- Experience is preferred but not required.

Responsibilities include but are not limited to:

- *Provide excellent customer service.*
- *Embody Centennial Bank's Core Values.*
- *Have friendly and helpful attitude and the ability to interact positively with customers and co-workers.*
- *Work well with others in a team environment.*
- *Exhibit attention to detail, learn and apply policies and procedures, and perform basic mathematical tasks.*
- *Explain, promote, and sell products or services such as deposit accounts, cashier's checks, etc.*
- *Operate computer and applicable computer programs efficiently.*
- *Perform all head teller and teller duties including, but not limited to, duties listed on the rotating teller checklists.*
- *Process deposits, withdrawals, payments, and other cash/check transactions accurately.*
- *Balance teller drawer accurately.*
- *Balance vault and ATM accurately – rotating duty with other tellers.*
- *Order debit cards. Perform appropriate maintenance for debit cards – delete cards, hot cards, change addresses, etc.*
- *Surprise audit on teller windows.*
- *Assist customers with safe deposit box entry.*
- *Monitor safe deposit box payments and past due accounts.*
- *Process levies and garnishments.*
- *Mail TISA to CD customers with CD maturity greater than twelve months.*
- *Order money and ship money for branch.*
- *Open new accounts as needed.*
- *Order checks as needed.*
- *Assist customers with account maintenance items – i.e. stop payments, Shazam disputes, unauthorized debits, etc.*
- *Assist customers with online banking enrollment, login errors, password resets, etc.*
- *Monitor transactional deposit flows via bank analytics and alert branch management of unusual activity.*
- *Perform daily management responsibilities, i.e. timekeeping, performance reviews, scheduling, problem resolution, etc.*
- *Answer customer questions.*
- *Regular attendance as well as accurate work are among essential job functions for an employee at Centennial Bank.*

Contact Information: Renee Morris, SVP & Human Resource Director, Centennial Bank, PO Box 308, 5420 Broad Street S., Trezevant, TN 38258 Office: (731) 669-3900 Fax: (731) 669-3724

Can apply at: www.mycentennial.bank Deadline is: August 17, 2019

Do you need help developing a resume or cover letter? Could you use some tips to prepare for an interview? Contact Ms. Carmen Pfeifer, Counselor/Career Services Coordinator at 901-475-3137 or email pfeifer@dsc.edu. Check out the DSCC [Career Counseling](#) webpage. Upload your resume to: www.jobs4tn.gov.