



Job Title: Universal Banker (Branch Teller)

Location: DeGraff

Reports To: Branch Service Manager

Date Updated: 07/28/2021

Start your new career today!

Join a fast-growing diverse team. We are a privately owned and our employees are the largest shareholders in our Employee Stock Ownership Plan. Formed in 1885, the Citizens Bank of DeGraff served the community through the Great Depression, the Great Recession, and everything in between. Our bank has the oldest surviving state bank charter in the state of Ohio. We are a company formed by a diverse team of local business leaders, who purchased the bank and in September 2014, when the name was changed to Buckeye State Bank.

Our Universal Bankers are the face our institution and are key to tending to all of our member's needs. As a Universal Banker you will receive training to give you all the tools needed to successfully interact with members giving them the best banking experience possible. The skills you will learn will enable you to grow and prepare you for advancement opportunities. This is a full-time position.

- Achieve sales objectives by identifying, marketing and recommending bank products and services.
- Work together in a team environment to provide superior member service.
- Processing transactions efficiently and accurately.
- Opening accounts, processing phone loan payments, and performing account maintenance.
- Assist in daily banking operations such as vault balancing, teller transactions and ATM servicing.
- Utilize problem solving skills to assist with member inquiries and concerns in a manner that align with Buckeye State Bank values.
- Comply with applicable policies, procedures and regulations.
- Perform any other duties assigned by the Branch Service Manager/Branch Sales Manager as needed.

Main Office
9494 Wedgewood Boulevard
Powell, Ohio 43065

(614) 796-4747
Toll Free: (844) 225.9265
www.JoinBSB.com



Qualifications

- 2 years cash handling and 2 years retail sales experience and/or equivalent college education with great service skills.
- Strong communication and service skills.
- Previous banking experience is preferred, but not required.
- General computer skills.
- Must be legally authorized to work in the United States
- Must have a valid driver's license and reliable transportation to conduct the required business travel.
- Attention to detail and ability to multi-task.
- High School Diploma or equivalent required.

Essential Functions

- Duties will require frequent standing , walking, moving, bending, stooping or sitting for periods of time, and occasionally lifting and carrying items up to 30 lbs.
- The individual will frequently operate a computer keyboard and communicate by telephone.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The individual must be able to verbally communicate with members and respond to verbal instructions.

Benefits

- Medical, Dental and Vision Coverage
- Paid Time Off
- Paid Holidays
- 401k plan
- Health Flexible Spending Account
- Company Paid Life Insurance
- Company Paid Short-Term and Long-Term Disability

Business Travel

Travel will be required up to 5 times a month to assist other banking locations.

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