

FIRST LANDMARK BANK

First Landmark Bank has an immediate opening for a **Part-time Banking Specialist** during the hours of 10:00am to 2:00pm Monday-Friday at its office in Sandy Springs. This position is responsible for providing individual customized deposit services to prospects and clients.

Major duties include:

1. Provides individual customized services to clients.
2. Learns the client's financial situation and need and provides information about the bank's products and services.
3. Works with clients to help them establish new accounts.
4. Provides clients with account updates on a time basis.
5. Assists other bank staff in helping clients as needed.
6. Records client transactions and issues receipts.
7. Processes checks and cash, following specified procedures.
8. Balances daily transactions
9. Balances cash drawer at the end of the day
10. Performs the Branch Capture function.
11. Processes courier, mail and night drop deposits.

Other Required Skills and Abilities:

- Demonstrated proficiency of Microsoft Word, Excel, Outlook.
- Detail oriented
- Excellent organizing and planning skills
- Excellent verbal communication skills in person and by phone.
- Ability to work with minimal supervision

Education: High school diploma or equivalent.

Experience: At least one year banking experience and customer contact experience required. Previous cash handling preferred.

First Landmark Bank is an Equal Opportunity Employer committed to diversity in the workplace. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, national origin, disabled or veteran status.

Benefits include medical, dental, life insurance, 401(k), flexible medical spending account, paid accrued vacation, and sick time. Previous banking and customer service experience preferred; knowledge of Fiserv processing system a plus. Please send your resume with salary history and requirements to lpharr@firstlandmarkonline.com or fax resume to 770-919-1570.