Position Title: Teller  
Division: Retail/Operations  
Reports Directly To: Head Teller  

BASIC PURPOSE:  
An all-important front line ambassador of CenterState Bank. This position has powerful influence on the perception of the Branch to new and existing customers.  
- Performs all paying and receiving cash functions of the Branch.  
- Must possess excellent verbal and communication skills and work well with deadlines.  
- This position must adhere to all of the Bank’s policy and procedures while maintaining accuracy, consistency, and security.  

PRINCIPAL ACCOUNTABILITIES:  
- Perform paying and receiving cash functions of the Branch  
  - Cash checks and process withdrawals  
  - Receive deposits into accounts  
  - Verifies customer’s account balances  
  - Examines checks for proper endorsements  
  - Protects Bank by being alert to signs of fraud  
  - Processes Loan payments  
  - Scans items for Branch capture  
  - Processes work from night depository bags  
  - Maintains proper dual control  
  - Place holds on accounts for uncollected funds  
  - Balances cash drawer  
- Delivers Quality Customer Service  
  - Answer phone calls within three rings  
  - Assist customers by guiding them to proper personnel to address concerns  
  - Attend all Training as defined by Management  
- Will assist Branch Team in achieving deposit, loan and investment goals  
  - Cross sells banking Products and services  
  - Participates in campaigns and sales cycle
Actively seeks opportunities for new deposit growth
- Refers business to CenterState Bank subsidiaries
- Able to lift heavy coin

OTHER DUTIES AS ASSIGNED

PHYSICAL DEMANDS:
- No unusual physical demands required for this job.
- Must be able to do sedentary work.
- May occasionally lift up to 25 pounds to perform job.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position may require the ability to work before or after normal business hours to attend various employee meetings, training sessions, and community events supported by the Bank, to include evenings and weekends.

WORK ENVIRONMENT:
- Must be accustomed to professional, business office environment in manner and dress.
- Must demonstrate excellent human relation skills with customers and bank associates.
- Must be willing to participate as a team member

DIMENSIONS REQUIRED:
- High School diploma or equivalent
- Successful completion of in-house training program or other approved program
- Excellent verbal and written communication skills
- Computer Literate

Desired:
- Sales Experience

PRO BEHAVIORS
- Problem solver, resourceful, independent
- Optimistic, enthusiastic
- Must be a self-starter and able to work independently.
- Must be able to work at a faster than average pace and able to multi-task.
- Must possess basic language skills to write and speak clearly, effectively, and appropriate to business standards.
- Must have the ability to perform mathematical calculations necessary to execute the duties of the job.
• Must be able to make sound decisions, have the ability to recognize potential problems, and take corrective action.
• Must be well-organized, accurate, and attentive to detail.
• Must stay abreast of department and company policies/changes and be adaptable to those changes.
• Must be cooperative and willing to assist others.
• Must be professional in appearance.
• Regular attendance is necessary.
• Attentive to details
• Organized, careful. Multi-tasked
• Confident, competitive, communicative

It is the policy of CenterState Bank to comply with the Bank Secrecy Act (BSA), USA PATRIOT Act, and the requirements of the Office of Foreign Assets Control (OFAC), and other related anti-money laundering/anti-terrorist financing initiatives. The Bank has established a Bank Secrecy Act/Anti-Money Laundering/Office of Foreign Assets Control (BSA/AML/OFAC) Compliance Program, covering all requirements of the BSA, USA PATRIOT Act and OFAC rules and regulations. Upon completion of required training, the Board of Directors of CenterState Bank shall hold each employee accountable for adhering to the established operating procedures and internal controls as set forth in the Bank's BSA/AML/OFAC Program. Continued instances of non-compliance or willful violation of law may result in disciplinary action, up to and including termination.

Print Name: ___________________________ Date: ___________________
Signature: __________________________________________________________________________