



## Job Posting

**Job Title:** Teller – Part Time

**Location:** Belle Plaine

**Posting Date:** January 3, 2024

### **Job Summary**

This position accurately processes customer transactions and is accountable for balancing individual cash drawer consistently while providing a professional and courteous customer experience.

Hours: Monday – Friday with rotating Saturdays, part time.

### **Primary Duties and Responsibilities**

- Develop and maintain courteous and professional relationships with customers
- Efficiently and accurately process customer transactions such as deposits, withdrawals, transfers, payments, and bond redemptions while maintaining customer confidentiality
- Balance cash drawer within established limits and follow security methods for handling cash and negotiable items
- Operate teller department equipment competently: coin counter, coin roller, currency counter, encoders, Branch Capture, and computer systems

### **Qualifications**

#### Education/Experience

- High School diploma or equivalent
- Cash handling, administrative, or customer service experience preferred

#### Knowledge, Skills, and Abilities

- Customer service orientated
- Computer skills necessary to operate software programs used in the Teller area.
- Numerical proficiency and attention to detail in a fast-paced environment.
- Ability to prioritize and make judgment calls regarding customer transactions

*First National Bank Minnesota is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, gender, sexual preference or orientation, gender identity, national origin, disability, protected veteran status, and all other protected statuses.*