



Job Posting

Job Title: Teller
Location: Belle Plaine
Posting Date: October 27, 2021

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.

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

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