

BANK TELLER

Job Title: Bank Teller

Reports to: VP Customer Service Manager

Status: Full Time/Non-Exempt

Summary:

Under the supervision of the VP-Customer Service Manager, performs a variety of service functions for customers both external and internal. Has exceptional active listening skills so she/he can help bank customers achieve their financial goals by profiling them and suggesting solutions. Has exceptional customer relations skills. Possesses accurate cash handling background.

Essential Duties and Responsibilities:

- Learn the bank's products and services to retain and enhance customer account relationships. Identify opportunities to resolve customer needs and refer the customer to branch representatives who can help meet their needs. Share product and service promotions and new opportunities with our customers.
- Provides account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, traveler's checks, and series e bonds; answering questions in person or on telephone; referring to other bank services
- Completes special requests by closing accounts; taking orders for checks; exchanging foreign currencies; providing special statements, copies, and referrals; completing safe-deposit box procedures
- Reconciles cash drawer by proving cash transactions; counting and packaging currency and coins; reconciling loan coupons and other transactions; turning in excess cash and mutilated currency to head teller; maintaining supply of cash and currency

- Complies with bank operations and security procedures by participating in all dual-control functions; maintaining customer traffic surveys; assisting in certification of proof
- Maintains customer confidence and protects bank operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.
- Assists Deposit and/or Loan Operations with scanning.

Position Requirements:

- Must possess a high school diploma or equivalent.
- Must be able to work 40 hours per week.
- Must be available to work Friday evening and Saturday mornings.
- Must be able to attend early AM monthly Teller meetings
- Must have access to reliable transportation to facilitate working in multiple offices.

Working Conditions:

- Environment: Work is performed in a standard office setting, may be required to work before and after hours, and on weekends and holidays.
- Physical: Primary function requires sufficient physical ability and mobility to work in an office setting. To stand or sit for long periods of time, including stooping, bending, kneeling, crouching, reaching, and twisting. This position may include lifting, carrying, pushing, and or pulling light to moderate amounts of weight.
- Must enjoy working with people, be able to work as part of a team and be professional in appearance and disposition.

Equal Opportunity Employer F/M/D/V

Interested candidates or referrals should email resume and references to:
HR@oostburgbank.com