

Wardsville Branch

Part-time, Monday-Friday 3pm-6pm; Saturday 8am-11am

Job Summary:

Mid America Bank seeks a skilled, motivated, and community-driven individual to join our team! The Teller position is responsible for accurately processing customers' routine transactions. The Teller also interacts regularly with customers and assists them with information regarding their accounts and bank products/services. This exceptional candidate should be able to think critically, possess basic math skills, and the capability to maintain confidentiality.

Primary Duties:

- Safely and accurately process customers' routine transactions such as cashing checks, depositing money, issuing withdrawals, and collecting loan payments
 - Issue negotiable items such as cashier's checks
 - Provide customers access to their safe deposit box
 - Complete customers' special requests as needed
 - Maintain supply of cash and currency in personal cash drawer
 - Count personal cash drawer at the end of each shift to make sure it balances
 - Reconcile personal cash drawer in the event drawer does not balance
 - Interact with customers in person, on telephone, or through other electronic communications in a friendly, helpful, and patient manner
 - Answer customers' basic inquiries about their accounts
 - Promote the bank's products and services based on customers' needs
 - Comply with bank operations and security procedures
 - Maintain confidentiality of customer and bank
 - Other duties as assigned by supervisor
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Skills:

- Superb customer service skills
- Decision making and problem solving skills
- Attention to detail
- Basic Math Skills - addition, subtraction, multiplication, division
- Ability to count US currency

Experience:

- High School Diploma or educational equivalent
- Prefer previous experience in customer service or cash handling positions
- Years of experience may be substituted for education requirements or related work experience