



Job Title: Part –time Teller
Department: Retail Banking
Reports to: Branch Manager
FLSA Status: Non-Exempt, Hourly
Pay Schedule: Bi-Weekly

Job Summary

The teller is responsible for accurately and efficiently providing a variety of financial transactions for customers such as: deposits; close accounts, renew certificates, cross sell products/services that match the customers' needs (add: process loan payments) and adhering to bank policies and regulations. Balances daily transactions and verifies cash totals. Assist customers with inquiries, and account maintenance professionally. Positively promote Madison Bank in all interactions with customers and co-workers. Strive for an outstanding outcome in all activities.

Actively cross sells Bank products and services. Performs specific assigned side-jobs, including various clerical and receptionist functions and assists other employees with duties as required. Perform all duties and services promptly and professionally.

Essential Duties and Responsibilities

- Maintain, verify and balance assigned teller cash within the limits as required by Bank policy. Accurately and efficiently accept and process deposits, withdrawals, cash checks, handle loan payments, safe deposit box rents and issue.
- Verify endorsements, record ID and obtain updated customer information according to established policies and procedures.
- Answer customer's inquiries and refer customers to appropriate staff for other products/services.
- Maintain the appropriate level of knowledge regarding the bank policies and procedures, compliance, documents, elements of a check, customer security and fraud tactics. Assist customers with entering and exiting the safe deposit box area.
- Makes customer service calls to current customers to enhance the customer client relationship.
- Meet assigned goals. Increase accounts through new and existing customers.
- Adhere to high ethical and professional standards at all times.
- Other duties as assigned.

Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Prior cash handling and customer services experience preferred.
- Excellent written and verbal communication skills and willingness to assist others.

- Outstanding interpersonal skills.
- Sales experience preferred, but not required.
- PC Proficient, including Microsoft Word and Microsoft Excel.
- High school diploma or equivalent required.
- Candidate must be 18 years or older.
- Must be available 20 – 25 hours per week

Physical Demands and Work Environment:

The physical demands described herein are representative of those that must be met by the 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 on a case-by-case basis. While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is often required to walk, stand, use hands and reach with hands and arms. The employee must occasionally lift and/or move up to 30 lbs. The employee may be required to work evenings and/or weekends, attend off-site meetings and/or to travel locally using their personal vehicle.

This position operates in a professional office environment that routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Supervisory Responsibilities: No

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time.