

# FIRST NATIONAL BANK OF WATERLOO

## PART-TIME BANK TELLER

**Summary:** A Teller serves as the Bank's primary contact with the public and must be knowledgeable in banking transactions (cashing checks, accepting deposits, etc.)

### **Primary Accountability:**

- Deliver excellent customer service to all Bank customers.
- Receive and disburse money to and from customers following defined policies and procedures.
- Accurately conduct all credit and debit transactions. (Including but not limited to Visa payments, Loan payments, and cash advances)
- Ensure accurate handling of checks presented via remote capture
- Verify cash drawer, balance and prepare daily work.
- Learns and executes proper vault and ATM procedures
- Reports any discrepancies to the Center Manager
- Maintain Teller area that is secure and well organized.
- Maintain proper cash supply.
- Handle license sticker renewals
- Become knowledgeable on all bank products and services at a high level in order to properly direct customers
- Provide input to Center Management on ways to promote positive customer interactions
- Other duties as assigned

### **Education/Experience:**

- High school diploma or equivalent.
- 1+ year related experience preferred.
- Basic cash handling experience.
- Excellent customer and communication skills.

### **Banking Center Information:**

The work locations are at First National Bank's banking centers located in Waterloo, Columbia, Millstadt, O'Fallon, Smithton and Dupo. All of the banking centers except the Walmart in Waterloo and O'Fallon branches have hours as early as 7:15 am until as late as 6:00 pm Monday through Friday and Saturday 7:15 am until 12 pm. The Walmart and O'Fallon banking centers are open 7 days a week.

The average part-time hours would be around 24 hours, but could be as low as 17 and as high as 30. They fluctuate depending upon vacation schedules.

**Physical Demands/Work Environment:** Individuals must be able to move about, stand and have manual dexterity. Regular travel to branch locations required. The work environment is generally well-lighted HVAC-controlled office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

It is the responsibility of every Bank employee to maintain an effective BSA/AML/OFAC internal control structure, including suspicious activity monitoring and reporting. Every employee that comes in contact with a reportable transaction and/or suspicious activity should obtain the proper documentation and file the appropriate report in a timely manner. Nothing in this description restricts the Bank's rights to assign or reassign duties and responsibilities to this job at any time.

The First National Bank of Waterloo does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**Direct Reports:** None.

**To Apply:** Send your resume to [jandis@fnbwaterloo.com](mailto:jandis@fnbwaterloo.com)