

**SUMMARY:**

Service customers by performing a variety of transactions. Maintain and balance a cash drawer serving lobby or drive-thru customers with fast courteous service. The teller is accountable to understand and comply with regulatory issues and policies.

**KEY FUNCTIONS AND RESPONSIBILITIES:**

- Maintain current knowledge and consistent compliance with all Bank Regulations, policies and procedures related to the Bank Secrecy Act (BSA).
- Receive checks and cash for deposit to accounts, process & record deposits/withdrawals/loan payments
- Cash checks and process withdrawals
- Process outgoing and incoming wire transactions.
- Take all actions to ensure that the safety of the customer's accounts is not compromised by fraudulent or erroneous transactions.
- Grants customer's access to safe deposit boxes
- Handle cash to include responsibility for cash drawer and research to resolve balancing errors/differences.
- Complete branch operational tasks
- Represent the bank to the customer in a courteous, professional manner
- Assist in ATM and daily vault balancing
- Process mail, messenger and night-drop transactions.
- Resolving customer problems at point of contact.
- Adhere to Farmers & Stockmens Bank compliance, security, and control procedures. Comply with over/short policy as defined.

**REQUIRED EXPERIENCE & BACKGROUND:**

- High school graduate or equivalent required
- Customer contact and cashing handling experience
- 1-3 years banking experience preferred
- Self-motivated, detail-oriented, and assertive
- Ability to prioritize, organize, problem-solve, and follow-up
- Ability to work required schedule, days/hours
- Ability to maintain a high degree of confidentiality
- Ability to stand for long periods of time

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a Part-time position, 25 hours per week, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m.