MARION COUNTY BANK

POSITION: PART-TIME TELLER
LOCATION: Pella

SUMMARY OF POSITION:
Responsible for providing a high level of customer service in the Teller area. Accurately and efficiently process and record routine transactions for bank customers including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers. Promote and advise on the bank's products and services. Position would include approximately 20 hours/week in the Pella locations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
- Fulfill daily teller responsibilities accurately with minimal offages and/or required corrections.
- Accept consumer and/or commercial deposits and process withdrawals, verify cash and endorsements and provide customer receipts.
- Assist customers with safe deposit box access.
- Proactively identify customer issues and answer product and service questions; recommend appropriate bank products and services; referring customers to appropriate staff for new services if required.
- Record all transactions promptly, accurately and in compliance with bank procedures.
- Conducts a variety of customer service tasks which may include providing account balances, transferring funds, tracking deposits.

SKILLS/QUALIFICATIONS:
- Ability to work with patience and courtesy in customer relations
- Ability to communicate effectively, both verbally and in writing
- Mathematical skills
- Ability to think quickly and logically to ensure expedient response to customer inquiries
- In-depth knowledge of the bank's products, processes, and policies
- Effective organizational and time management skills; ability to multi-task and work with frequent interruptions with minimal supervision while performing duties.

EDUCATION AND EXPERIENCE:
- High school diploma or GED required
- Post-secondary degree preferred
- Previous banking or customer service experience preferred

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability. Marion County Bank provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

TO APPLY:
Qualified candidates can send or email a cover letter and resume to:
Shannon Long, Marion County Bank
800 Main Street, Pella, IA 50219
slong@marioncountybank.com
No phone calls please