

**American Bank**  
**Job Posting**

<b>Position/Level:</b>	Full-time Teller	
<b>Reports to:</b>	Meta Johnson	
<b>Location:</b>	Albert Lea	
<b>Hours:</b>	8:45 am – 5:45 pm	Monday – Friday
	8:15 am – 12:15 pm	Saturday on rotation

**Primary Position Objective:**

To process transactions for both deposit and non-deposit customers in a timely and efficient manner. This includes the processing of deposits and payments, as well as check cashing and selling various Bank products and services. Responsibilities also include sales and referrals of deposit and loan products and services to existing and prospective customers.

**Major Responsibilities and Duties:**

1. Receive and process customer transactions including, but not limited to, deposits, check cashing, loan payments and miscellaneous sales of official checks and consigned items.
2. Use available opportunities to strengthen customer relationships through sales and referrals of appropriate Bank products and services.
3. Maintain an acceptable cash balancing record that does not exceed prescribed standards.
4. Enforce organizational and departmental policies and follow procedures as documented.
5. Incumbent is responsible for promoting a congenial and cooperative working environment.
6. Keep the Branch Manager informed of any unusual activity that must be known to effectively manager department operations.
7. Consistently meet set Branch sales/referral goals.
8. Perform all levels of the branch capture systems.
9. Perform other duties as assigned.

**Knowledge, Skills and Abilities Necessary:**

1. High school diploma or equivalent. Additional relevant education may, in some cases, be a substitute for some of the listed qualifications.
2. Effective oral communication skills, while being courteous and tactful in customer, subordinate and coworker interaction.
3. 1+ year of cash handling and customer service experience.
4. A thorough knowledge of Bank products and the policies and procedures which relate to the Teller department.
5. Demonstrated understanding of personal computers.
6. An understanding of financial services and the ability to effectively sell the product and service which best meets the customer's needs.