

Teller Full Time

Job Summary:

New Frontier Bank is a community bank eager to find someone who enjoys being a Teller to join our team! In 2020 we were honored to be selected as St. Charles' Employer of the Year in the service category. We sincerely care about our employees and are proud of our reputation of providing excellent customer service.

Hours:

Employee will be scheduled to work 40 hours per week.

Workdays:

Monday through Friday and some Saturdays.

Job Responsibilities:

- Maintains a cash drawer.
- Accurately processes customer transactions.
- Follows all policies, procedures and banking regulations.
- Assists with other duties as needed.

Requirements:

Education and Experience:

- One to three years prior teller experience or equivalent job experience.
- High school diploma; some college a plus.

Skills and Abilities:

- Able to multi-task.
- Able to operate a calculator.
- Able to handle large amounts of cash.
- Excellent alpha/ numeric data entry skills.
- Knowledge of computers.
- Knowledge of basic math.
- Ability to stand for extended periods of time while operating teller equipment.
- Excellent time management and interpersonal skills.
- Good verbal communication skills.
- Must be detail-oriented and a team-player.

Compensation and Benefits:

- Competitive salary; commensurate with experience.
- Benefits package available.

Equal Opportunity Employer of all individuals without regard to race, color, religion, sex, national origin, age, disability, or veteran status.