



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Bank Teller (TS-110421-01)

Location: West Frankfort, Illinois

Salary: \$13.00 per hour

Job Description

Bank in West Frankfort is seeking candidates for a Bank Teller position. This is a full-time position, working Monday through Thursday from 8:00 a.m. to 4:00 p.m, Friday 8:00 a.m. to 5:30 p.m., and Saturday (floating) 8:00 a.m. to 12 noon. Benefits include 2 weeks vacation after 1 year, 3 weeks after 7 years, and 4 weeks after 17 years. Health insurance and 401K plan is available after 3 months of full-time employment. Dental and vision insurance is also available. All employees are expected to protect the information and assets of the organization, as well as complying with all applicable laws, regulations, and organizational policies.

Responsibilities

Include but are not limited to the following. Other duties may be assigned.

- Receive and process a variety of transactions including, but not limited to, Bank products, withdrawals and loan payments. Verify amounts, balances and endorsements as required.
- Professionally answer phone calls promptly. Route and deliver messages as needed.
- Maintain adequate working funds as required by Bank policy. Verify and balance assigned cash drawer as appropriate with a minimal level of variances. Keep cash drawer balance below maximum limit.
- Issue official checks and money orders. Redeem savings bonds and receive loan payments.
- Count, verify, and package coin and currency.
- Answer customer inquiries and discuss routine problems relating to Bank products.
- Ensure the teller station improperly stocked with forms and supplies.
- Process stop payments.
- Ability to identify red flags on fraudulent and counterfeit transactions.
- Comply with all Bank policies, regulations and laws applicable to carrying out Teller duties and responsibilities.

Qualifications and Skills

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

Education/Experience

- HS Diploma or equivalent with cash handling and customer service experience is required.

Knowledge/Skills/Abilities

- Strong organizational skills and attention to detail.
- Strong customer service orientation.
- Ability to work as part of a team.
- Ability to problem solve, prioritize tasks and meet required deadlines.
- Ability to use good, sound judgement in decision making.
- Ability to respond to common inquiries or complaints from customers, co-workers, or vendors.
- Ability to write routine correspondence and communicate effectively and tactfully, orally and in writing with employees, customers, vendors, and management.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Must understand and comply with company policies and procedures.
- Ability to maintain a friendly, helpful and courteous attitude when working with customers or co-workers under diverse conditions.
- Ability to accurately and quickly complete standard mathematical calculations.
- Ability to apply concepts such as fractions, percentages, ratios or proportions to practical situations.
- Ability to use a calculator and applicable software including Teller Platform.
- Strong analytic, organizational skills and attention to detail with a focus on accuracy and quality of work.

Physical Demands

The physical demands described here are a representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must have the ability to lift and carry 25 pounds for a distance of 50 feet.

Intent and Functions of Job Descriptions

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions.

How to Apply

This employment opportunity is available at no cost to you. To apply, please email a resume to: TenaStuder@mantracon.org

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