



Teller/Operations Opening

Date: March 19, 2021
Position: Teller/Operations
FLSA Status: Non-exempt
Benefits: Eligible
Hours: 40 hours per week
Ability to work M-F and rotating Saturdays
Location: Waverly

Position exists to service bank customers by handling cash and checks, processing deposit and time account transactions, receiving loan payments, and responding to basic inquiries about products and services. Responsibilities will also include performing operational backroom functions to include processing wires, ACH transactions, cash letters, imaging and overdraft duties.

Qualifications:

- Professional demeanor
- Proven track record of reliability
- Approaches work with a flexible mindset
- Ability to multi-task
- Understanding of bank products and services
- Ability to follow policies and procedures
- Strong math skills and ability to balance accounts accurately
- Strong attention to detail

Required Qualifications:

- High school diploma or general education degree (GED); or six months of related experience and/or training; or the equivalent combination of education and experience.
- Cash handling experience
- Good customer service and communication skills
- Good understanding of Microsoft Outlook, Word and Excel.

Citizens State Bank of Waverly is an EEO/AAP Employer of women, minorities, protected veterans and individuals with disabilities.

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