

Bank Teller/Bookkeeper

Citizens Alliance Bank, its Directors, Officers and Employees are committed to meeting the challenges of the future of the organization. We are family friendly, dynamic and industrious place to work.

We are currently seeking a Teller/Bookkeeper in our Seeley Lake branch location. Under the direction of the Operations Specialist II, the Teller/Bookkeeper will provide professional and knowledgeable assistance to all customers. The Teller/Bookkeeper will assist all customers in their required transactions, assist in resolving customer concerns, account issues, transactions and act as a liaison between the customer and the Bank for the purpose of developing a good relationship. They will receive calls, mail and fax messages concerning customer inquiries, issues, and concerns, they will handle all transactions, questions, and concerns in accordance with Bank policies and procedures.

Citizens Alliance Bank is a great place to work with competitive wages and benefits. We are customer driven and community focused in all of our locations.

Accountabilities

- Handles customer account transactions including but not limited to verifying incoming cash, accurately dispersing cash, accepting various deposits and payment and cashing checks.
- Sell Cashier's checks and gift card to customers as required.
- Answer phones and/or complete telephone transfers.
- Thoroughly understands all aspects of item processing and procedures.
- Balance their respective Teller drawer.
- Buy and sell money.
- Resolve problems and show customers how to access and manage their account to take full advantage of their Citizens Alliance Bank relationship.
- Process daily bank deposits; night drop and mail receipt deposits.
- Conduct customer research requests.
- Sells and promotes a variety of deposit products and services to new customers.
- Maintain complete confidentiality with regard to sensitive customer and proprietary information.
- Process check orders.
- Take customer stop payments.
- Assists customer with safe deposit boxes.
- Assists with outgoing mail.
- Physical presence in the bank is required.
- Other duties as assigned and requested.

Job Specifications

Attributes of a successful candidate will include the ability to work independently, strong organizational skills and a keen eye for detail, be professional at all times, and be able to maintain a high level of accuracy and confidentiality. Strong communication and time management skills, as well as sales and service skills are required in this position.

Education

- A high school diploma or G.E.D. is required in this position.

Experience

- 1 to 3 years of prior Banking/Teller or equivalent experience preferred.
- Proficiency in Microsoft Suites is preferred.
- Physical presence in the bank is required.

Salary will be based on qualifications. Citizens Alliance Bank offers a competitive benefits package.

Citizens Alliance Bank is an Equal Opportunity Employer of Protected Veterans and Individuals with Disabilities.