



Job Title: Teller

Job Location: Wilmington, IL

Reports To: AVP/Branch Manager

Summary

Our teller's role is to provide clients with excellent customer service while adhering to banking regulations.

Teller Duties & Responsibilities

- Managing and balancing a cash drawer
- Accepting and processing client deposits
- Creating official checks
- Processing loan payments
- Preventing fraud
- Scan work for image branch capture
- Maintain confidentiality of customer information

Experience & Skill Requirements

- Requires high school diploma or G.E.D.
- Previous banking experience a plus
- Proficient in Microsoft Office Suite (Word, Excel)
- Ability to work in a team environment
- Strong written and verbal skills are necessary
- Ability to multi-task and work with multiple requests on a daily basis is necessary
- Understand basic math computations for balancing a cash drawer on a daily basis and manage cash shipments is necessary

Physical Demands

- Tasks are performed in an office setting and require the ability to sit and/or stand for prolonged periods of time.
- Must be able to lift up to 50 pounds on an occasional basis.
- Employees will generally work some Saturdays.

Pay Scale: \$16 - \$19 per hour. Final compensation will be determined by location, skills, experience, qualifications, and the career level at which the position is filled.

Benefits: Health Insurance, 401(k), Profit Share, Disability Insurance, and more.

Equal Opportunity Employer Disability/Veteran reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Grundy Bank is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status or any other characteristic protected by law.

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