



**Job Title:** Full-Time Teller

**Job Location:** Morris, IL (Grundy Bank Main Branch: 201 Liberty St.)

**Reports To:** AVP/Branch Manager

**Summary:**

As a teller, you will 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 and money orders
- Processing loan payments
- Preventing fraud
- Scanning work for image branch capture
- Maintain confidentiality of customer information

**Experience & Skill Requirements:**

- High school diploma or G.E.D.— required
- Strong written and verbal communication skills — required
- Ability to multitask and work with multiple clients and requests daily — required
- Proficiency in Microsoft Office Suite (Word, Excel) — required
- Ability to work effectively in a team environment — required
- Understanding basic math computations for balancing a cash drawer and managing cash shipments — required
- Previous banking experience — not required but a plus

**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.***

Send your resume to: [info@grundy.bank](mailto:info@grundy.bank) or Grundy Bank  
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