



Do you value your **FAMILY, COMMUNITY, and CLIENTS?**

Would you like to join a client-focused team where family and community are valued, and your voice will have an impact?

Bank of Belleville is the smaller bank that delivers bigger service.

### **TELLER/UNIVERSAL BANKER (FULL-TIME)**

#### **SUMMARY OF JOB RESPONSIBILITIES**

Under general supervision, responsible for providing high quality customer service while performing a wide variety of services such as opening new deposit accounts, teller transactions, assisting customers with questions, changes, or concerns regarding new or existing accounts. Responsible for opening and closing the bank facility. Cross-sells various Bank products.

#### **ESSENTIAL FUNCTIONS AND JOB RESPONSIBILITIES**

1. Represents the Bank to customers in a courteous and professional manner. Provides prompt, efficient and accurate service in processing requests and transactions.
2. Perform teller functions, such as processing deposits, withdrawals, loan payments, stop payments, selling bank official items and processing account holds within established bank procedures.
3. Opens a variety of business and consumer accounts after determining the customer's needs. Explains various account and ownership options, providing the counseling necessary to meet the stated needs and obtaining the required information. Familiar with all products and services offered by the Bank.
4. Responsible for opening and closing the bank facility.
5. Process mail, closing checking, savings, CDs and IRAs, ordering checks, and change of address.
6. Handles all aspects of Electronic Banking products, such as Internet Banking, Cash Management, PrimeSweep, and Analysis; screens clients for ATM and Debit cards.
7. Completes a variety of reports related to banking transactions.
8. Resolves a variety of customer complaints and inquiries; maintains contact with customer through telephone or written communication, as required.
9. Perform ATM functions, such a processing daily transactions, cash replenishment and balancing.
10. May perform related duties as assigned or as the situation dictates.

### EXPERIENCE/TRAINING/PREPARATION REQUIRED

1. Comply with all requirements, policies and procedures of the Bank Secrecy Act (BSA) and attend all mandatory BSA training as needed for this position. Additionally, required to complete all required compliance and regulatory training, not limited to BSA. Managers are responsible for ensuring staff/departmental attendance.
2. Two years of banking related experience.
3. Previous customer service experience.

### PHYSICAL DEMANDS

The employee is required to stand for long periods of time; walk, move, bend, or sit. The employee must occasionally move or lift up to 50 pounds.

### WORK LOCATION/TRAVEL

This position is in person. No remote work is available. On occasion, the employee may be expected to travel to nearby branch locations if additional coverage is needed.

JOB TYPE: Full-time

PAY: \$15.00-\$19.00 per hour

### BENEFITS:

- 401(k)
- 401(k) matching
- Dental Insurance
- Vision Insurance
- Flexible Spending Account (FSA)
- Health Insurance
- Life Insurance
- Paid time off

### SCHEDULE:

- Day shift
- 8-hour shift

To apply, please send your resume to [HR@bankofbelleville.com](mailto:HR@bankofbelleville.com).

### Equal Employment Opportunity (EEO)

Bank of Belleville is an equal opportunity employer committed to creating a diverse workforce. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status, among other factors.