

Full-Time Teller

We are looking to hire a teller for our branch located at 444 Bedford Road in Morris. 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 and money orders
- Processing loan payments
- Preventing fraud
- Scan work for image branch capture

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 clients 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

This position will have frequent access to confidential customer information and cash. Tasks are performed in an office setting and require the ability to sit and/or stand for prolonged periods of time. Employee must be able to lift up to 50 pounds on an occasional basis and work some Saturday's.

Please email your resume to info@grundybank.com to apply or stop in to our main branch located at 201 Liberty Street, Morris, IL. When emailing Grundy Bank, the information you input is sent as an e-mail that is NOT SECURE. Do not send information through e-mail such as account numbers, social security numbers or passwords.

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.