



Family owned community bank is looking to fill a Teller I position with a high energy, customer focused individual who is highly motivated, detailed-oriented and is able to work in a fast-paced environment.

If you are a high energy professional that is looking for a challenge in a family owned community bank, we'd like to talk to you about becoming part of our team!

TELLER I (20-25 hours/week)

PURPOSE/DEFINITION:

Assist customers with their transactions on the teller line while ensuring each and every customer receives the highest quality of care and service relative to their financial needs.

Essential Duties and Responsibilities include the following. Other duties may be assigned to meet business needs.

Responsible for servicing all new and existing accounts according to bank policies and procedures which include but not limited to:

- Maintain and balance cash drawer
- Cashing checks
- Processing deposits to savings, checking accounts & loans
- Processing withdrawals from savings, checking accounts and LOC (lines of credit)
- Transferring money between accounts
- Processing loan payments & payoffs
- Issuing money orders/cashier's checks
- Making cash advances on credit cards
- Counting money
- Cashing in CD's
- Organizing drawer to ensure accurate cash balance
- Process customer transactions efficiently, professionally and accurately.

Education/Skills/Abilities:

- High School diploma
- Customer service, sales, cash handling and computer experience strongly preferred
- May be required to stand for extended periods of time
- Honesty and integrity is very important and customer confidentiality must be maintained at all times.
- Ability to work under pressure and maintain composure when dealing with all customers.
- Capable of handling large sums of money
- Customer service focused and thrives in a team environment
- Detail orientated, efficient, ability to multi-task and organized
- Self-Confidence
- High degree of accuracy



- Adaptability/Flexibility
- Strong oral, written, and verbal communication, listening and organizational skills
- Ability to lift up to 50-pounds.
- Participation in community and business functions/groups is encouraged to ensure a positive image for the Bank
- Ability to work weekends and some holidays.

In addition to working with a great team, here are a few other reasons to consider:

- 401k Retirement
- Flex Spending Account
- Comprehensive Wellness Program
- Flexible work schedule

Mail a résumé and cover letter: Farmers & Merchants Bank

Attn: Human Resources
123 W. Huron St. • P.O. Box 270
Berlin, WI 54923

Fax a résumé: (920) 361-0500

Email a résumé: humanresources@femberlin.com

No out of state résumé's accepted.

Farmers & Merchants is an equal opportunity employer and all qualified candidates are encouraged to apply including minorities, women, veterans and individuals with disabilities.