

Teller Part Time

Job Summary:

New Frontier Bank is seeking a **Part Time Teller** with exceptional customer service skills to assist our customers with their financial needs.

Hours:

Employee will be scheduled to work about 29 hours per week including some Saturdays.

Workdays:

Monday through Friday and some Saturdays.

Job Responsibilities:

- Maintains a cash drawer.
- Accurately processes customer transactions.
- Follows all policies, procedures and banking regulations.
- Assists in the department with other duties as needed.

Requirements:

Education and Experience:

- One to three years prior teller experience or equivalent job experience.
- High school diploma or equivalent; some college a plus.

Skills and Abilities:

- Able to operate equipment (i.e. computer, teller equipment, adding machine).
- Able to handle large amounts of cash.
- Excellent alpha/ numeric data entry skills.
- Knowledge of computers.
- Knowledge of basic math.
- Ability to stand for extended periods while operating teller equipment.
- Excellent time management and interpersonal skills.
- Must be detail-oriented, able to multi-task and a team-player.

Compensation and Benefits:

- Competitive salary; commensurate with experience.
- 401(k)/ ESOP plan for eligible employees

Equal Opportunity Employer of all individuals without regard to race, color, religion, sex, national origin, age, disability, or veteran status.