

CorTrust Bank
Sioux Falls, SD 57106

TITLE: **Full Time Teller**

Location: **Sioux Falls, SD**

SKILLS REQUIRED:

Must be able to perform all over the counter customer services with knowledge and confidence. Must exercise accuracy, alertness, good judgment, courtesy, tact and patience, maintaining confidentiality of the Bank's records and customer transactions. Must have strong communication skills, leadership skills, good time managements and organizational skills, and the ability to create a positive working environment.

JOB SUMMARY:

Provide prompt, efficient, and friendly service to customers, involving receipt and payment of cash, and to recognize customers' needs and make suggestions appropriate to the Bank's services. Follow the established policies and procedures for this area in accordance with the Bank and the supervisor's direction.

PRIMARY DUTIES:

Possess a thorough understanding of the CorTrust Teller Manual and adhere to its guidelines.

Greet and direct customers

Accept checks for cashing, accept deposits, verify cash and endorsements, make change, and issue receipts.

Receive savings deposits, pay withdrawals after verifying balance and signature; redeem U.S. Savings Bonds, accept tax deposits.

Receive credit card and loan payments when payment due notice or installment loan coupon accompanies payment. Process credit card cash advances.

Perform various balancing functions, including ATM balancing and other duties as assigned.

Sell money orders, official checks, and other Bank Services. Accept applications and issue U.S. Savings Bonds.

Possess up-to-date knowledge of all Bank services, i.e. explain various services available and assist customer in selecting appropriate services for them. Make referrals as appropriate.

EQUAL OPPORTUNITY EMPLOYER

PLEASE SEND YOUR APPLICATION AND RESUME TO CORTRUST BANK, ATTN: DM, 300
CHERAPA PLACE, STE 101, SIOUX FALLS, SD 57103-2280.