

*Are you a people person? Do you care about your community? Have you always wanted to work somewhere that treats you like family? Do you love balancing (a cash drawer)? We have a great opportunity for you as a **Teller** at CUSB Bank!!*

About Us

CUSB Bank is a family owned, community minded institution that has been around for 130 years and pride ourselves on being large enough to offer everything a customer needs while remaining small enough to know them by name. CUSB is committed to our employees and their families; believing work-life balance is a key to a happy employee and healthy workplace. Our company is built on 5 pillars: Communication, Trust, Collective Responsibility, Caring, and Pride. We take these 5 pillars into account in everything that we do at CUSB Bank.

Position Summary

The Teller role is responsible for delivering superior customer service, conducting financial transactions between customers and the Bank, handling customer inquiries and providing appropriate solutions for CUSB Bank customers with utmost accuracy and confidentiality.

Benefits

In addition to a competitive pay rate we offer many benefits including but not limited to;

- Health, Dental, Vision, Life, and Disability benefits
- Traditional and ROTH 401k options with 3% company match and profit sharing
- Incentive Compensation based on yearly company performance
- Generous paid time off
- Clothing allowance
- A positive, professional atmosphere with a healthy dose of fun

Responsibilities

- Provide exceptional customer service at every opportunity, including making customers aware of our fantastic products and services
- Exercise discretion, judgment and initiative
- Learn the teller software and equipment needed to complete customer transactions
- Handle and balance a cash drawer per bank procedures and guidelines
- Count, wrap and bag coins
- Process checking and savings transactions; mortgage and retail loan payments; and Mastercard/VISA transactions
- Assist customers with gift cards, cashier's checks, money orders, and savings bonds
- Assist customers with entry to their safe deposit box
- Process incoming mail transactions
- Cross-train within the department and ability to work as Teller at any given location as may be

required

Requirements

- High school diploma or general education degree (GED) or one to two years of relevant experience and/or training or equivalent combination of education and experience.
- Ability to operate the following equipment: PC and printer, telephone, calculator, copy and fax machines.
- Working knowledge of Microsoft Office, i.e. Word, Excel, and Outlook.
- Demonstrate math skills as required to this position which includes adding, subtracting, multiplying, and dividing.
- Oral and written communication skills as appropriate to this position.
- Ability to read, write and speak the English language.
- Ability to write reports, business correspondence, and procedure manuals.
- Reasonably regular and predictable attendance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

CUSB Bank is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.