



*Our people make the difference,
and we put relationships first.*

Title Bank Teller
Location Manhattan, KS
Schedule Full-time

Position Summary

Bank Tellers are responsible for providing exceptional customer service including efficient and accurate transaction processing.

If you want the opportunity to work in a professional environment with a team of dedicated bankers and a competitive compensation package, please bring or send your cover letter, resume, and application to the HR Department at hr@cfnb.bank or 215 S Seth Child Rd, Manhattan, KS 66502. Open until filled. Our application and full job description are available online at www.cfnb.bank/current-job-opportunities. CFNB is an Equal Opportunity Employer.

Key Duties & Responsibilities

- Accept retail and/or commercial deposits, loan payments, process checking and savings account withdrawals.
- Cash checks.
- Maintain an adequate cash drawer at all times; including buying and selling currency from vault.
- Balance cash drawer in accordance with Bank procedures and regulations, including periodic batching of cashed checks.
- Process credit card cash advances.
- Assist in ordering, receiving, verifying, and distributing cash.
- Answer customer inquiries and refer customers to the proper service area for issues that cannot be resolved at the teller line.
- Providing additional products including Cashier's Checks, Personal Money Orders.
- Assist customers in accessing safety deposit boxes.
- May be responsible for bank opening and/or closing.
- Maintains the highest level of confidentiality with all information obtained.
- Promotes the bank's products and services.
- Represent the Bank in a manner that maintains and expands positive relations with all customers, potential customers, and co-workers.
- Perform as a team member in allocating and coordinating the work flow.
- Meet expectations for attendance & punctuality.
- Contribute to the fulfillment of department and company objectives and goals.
- Comply with all department and company policies, procedures, and regulations.

Education & Experience

High school diploma or GED equivalent required.
Previous teller experience preferred but not required.

*Apply online at
www.cfnb.bank*