



## **Personal Banker**

**Financial Center - Geneseo, IL**

**In Office Position / Not Remote or Hybrid**

**Full Time**

**Non-Exempt Hourly**

### **FUNCTION OF JOB**

Central Bank Illinois is seeking qualified experienced applicants for the position of Personal Banker at our Financial Center in Geneseo, IL. Personal Bankers provide efficient, courteous and knowledgeable assistance to customers and non-customers seeking Central Bank services. They are the first contact with customers who wish to open a new account(s) and shall endeavor to cross-sell bank services strengthening the customer relationship. Personal Bankers process customer transactions and are responsible for their teller cash drawer including balancing and security on a daily basis.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Performs all customer service and clerical duties relating to the opening of new accounts for personal and business of all types; checking, savings, certificates of deposit
- Assists customers with completion of transactions to include but not limited to:
  - Cashing personal, payroll and other commercial checks,
  - Prepares official checks such as money orders and cashier's checks
  - Completes vehicle license and title work and prepares license stickers
  - Accepts and processes loan payments
  - Completing stop payment and change of address requests
  - Completing set-up of automatic payments and account transfers
  - Answering questions when possible or referring to the appropriate department
- Process debit and ATM card applications and handles inquiries of the same
- Assist customers with questions involving online banking, mobile banking, Estatements, etc...
- Must take necessary precautions to prevent customer and account fraud/scams
- Assists with training of new Tellers and Personal Bankers

### **ESSENTIAL KNOWLEDGE & SKILLS:**

- Must be reliable and dependable with punctuality and attendance!
- Must be trustworthy and discreet regarding confidential information.
- Ability to deal effectively, tactfully, patiently and pleasantly with customers.
- Ability to grasp new information and retain it.
- Willingness to adhere to established procedures.
- Should be a self-starter, ability to handle multiple job duties simultaneously and emotionally mature in handling stress.

- Requires logical thinking, attention to detail, accuracy and ability to coordinate and organize work duties.
- Function as a self-starter and is persistent in completing difficult problems.
- Ability to deal effectively, tactfully, patiently and pleasantly with team members and bank customers.
- Possess the maturity necessary to navigate unfamiliar and difficult situations.
- The ability to work closely with all branch staff.
- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion
- Must be able to handle items of weight, including bagged and rolled coin.
- Experience with designated software programs such as Outlook, Excel, Word, Shazam Core Systems, WebPoint and Aurora Document Imaging.

### **EXPERIENCE & KNOWLEDGE**

Experience required is from at least one (1) through two (2) years of in banking or related experience in another company.

### **BENEFITS\***

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Long Term Disability Insurance
- Vacation & Paid Time Off (PTO)
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Incentive Plan
- Holiday Pay
- Logo-wear Stipend

### **COMPENSATION**

The pay range for this position is \$16.25 to \$20.00. Please note that the pay range provided is a good faith estimate for the position at the time of posting. Actual compensation will be dependent upon factors, including but not limited to the individual's qualifications, experience, knowledge, skills, and abilities.

Interested applicants should send resume and cover letter to:

Central Bank Illinois  
 Joe Wells, Vice President – Operations Officer  
 PO Box 89  
 101 North State St  
 Geneseo, IL 61254

E-mail [recruiter@central-bank.com](mailto:recruiter@central-bank.com).

Posted 4/30/25

Equal Opportunity Employer

*\*Some benefits have an eligibility-waiting period*