



## **TELLER POSITION**

***Financial Center - Geneseo, IL***

**Full Time**

**Non-Exempt Hourly**

**Hiring Rate \$15.00-\$18.00/hr**

## **FUNCTION OF JOB**

Central Bank Illinois is seeking qualified experienced applicants for the position of Teller at our Financial Center in Geneseo. The Teller provides customer service by processing customer transactions for checking and savings accounts along with various other direct customer related duties. Tellers process customer transactions and are responsible for their teller cash drawer including balancing and security on a daily basis.

This is a full time non-exempt hourly position. Scheduled hours vary and include some Saturday mornings.

## **ESSENTIAL KNOWLEDGE & SKILLS**

- Ability to deal effectively, tactfully, patiently and pleasantly with customers
- Excellent communication skills using proper grammar
- Must be trustworthy and discreet regarding confidential information
- Have a strong attention to detail
- The maturity necessary to request additional explanation, instruction or direction necessary for successful task completion
- The ability to work closely with other branch employees
- Willing to adapt to change in procedures and tasks
- Have the ability to grasp new information and retain it
- Should be a self-starter, ability to handle multiple job duties simultaneously and emotionally mature in handling stress
- Must be reliable and dependable with punctuality and attendance
- Experience with designated software programs such as Outlook, Excel, Word or Teller platforms, plus coin processing machines, printers, calculators and other related equipment beneficial
- Must be able to handle items of weight, including bagged and rolled coin

## **EXPERIENCE & KNOWLEDGE**

The successful candidate must have a minimum of a high school education/graduation and preferably at least one (1) through two (2) years of experience in banking or related experience in another company.

## **BENEFITS\***

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D 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 \$15.00 to \$18.00. 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  
Hannah Ritter, Lead Banker  
101 N. State St.  
PO Box 89  
Geneseo, IL 61254

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

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