

# **BankFinancial<sup>SM</sup>**

## **Career Opportunity**

October 7, 2009

### **Part Time Teller I Job Posting # 064-09**

#### **Location: Olympia Fields**

**Responsibilities:** Must possess exceptional customer service skills. Conducts various customer and operational transactions and is responsible for accurately balancing daily cash drawer. Must adhere to all Bank policies and procedures. Actively promotes BankFinancial and all local, state and federal statutory regulations.

- Assists in opening and closing procedures of the branch while adhering to all security policies.
- Provides exceptional customer service. Meets and strives to exceed the standards established and outlined by management. Achieves established Mystery Shops scores.
- Answers customer inquires related to account balances, bank services and general information efficiently and professionally.
- Processes transactions by way of; disbursing money after verification of proper signatures; verifying authenticity of transactions; examines checks for proper endorsements while adhering to all Bank policies/procedures.
- Accurately enters customers' transactions into the computer to record transactions, and issues computer generated receipts.
- Orders daily supply of currency/coin, and verifies incoming/outgoing currency/coin.
- Responsible for accurately balancing currency/coin, checks and other transactions to figures displayed on computer.
- Complies with bank operations and security procedures by participating in all dual control functions, and auditing procedures.
- Attends branch sales/operational/team building meetings as scheduled.
- May be required to travel to other branch locations in or outside of region.
- Promotes Bank products and services through referring, selling and answering routine inquiries. Identifies referral opportunities, completes required documentation for tracking purposes/follow-ups and directs customers to bank reps.
- Meets and exceed referral goals as assigned.
- Attends all scheduled training and maintains continuous educational requirements.
- Other duties as assigned.

#### **Qualifications:**

- Previous teller, retail and/or cash handling experience required.
- Sales experience a must.
- Must have excellent communication skills.