



## Job Posting

**Job Title:** Teller

**Position Type:** Full Time

**Location:** Mankato

**Posting Date:** April 18, 2025

**Job Summary:**

This position accurately processes customer transactions and is accountable for balancing individual cash drawer consistently while providing a professional and courteous customer experience.

**Hours:** Monday – Friday with rotating Saturdays.

**Primary Duties and Responsibilities:**

- Develop and maintain courteous and professional relationships with customers
- Efficiently and accurately process customer transactions such as deposits, withdrawals, transfers, payments, and bond redemptions while maintaining customer confidentiality
- Balance cash drawer within established limits and follow security methods for handling cash and negotiable items
- Operate teller department equipment competently: coin counter, coin roller, currency counter, encoders, Branch Capture, and computer systems

**Qualifications:**

**Education/Experience**

- High School diploma or equivalent
- Cash handling, administrative, or customer service experience preferred

**Knowledge, Skills, and Abilities**

- Customer service orientated
- Computer skills necessary to operate software programs used in the Teller area.
- Numerical proficiency and attention to detail in a fast-paced environment.
- Ability to prioritize and make judgment calls regarding customer transactions

**Salary Range:** \$16.00 - \$18.00 per hour depending on years of experience and credentials

**Benefits:**

- PTO
- Health, dental, and vision insurance
- HSA match program
- Disability Insurance

- Life Insurance
- 401 (k) match program
- Paid holidays

*First National Bank Minnesota is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to: race, color, religion, sex, national origin, age, pregnancy (including childbirth, lactation and related medical conditions), mental or physical disability, and veteran status or any other classifications protected by federal, state or local law.*