



Since 1993, American National Bank Fox Cities has been fueling opportunity in Northeast Wisconsin. Locally owned, the bank is incredibly responsive to the client and community. The mission of the bank is to help business owners beat the odds by turning banking expertise into business advantages.

American National Bank is looking to add a full-time teller position to the team. You would be primarily responsible for providing quality customer service through processing transactions, answering inquiries (phone, in person, mail, etc.), and identifying products and services to improve the customer relationship.

Duties and Responsibilities:

- Process customer transactions efficiently and accurately, operating teller equipment and drive-up window, as required
- Protect the bank's financial interest by controlling and balancing the assigned cash drawer and negotiable items received and disbursed during daily transactions, identifying payees and verifying signatures and endorsements, and remaining up to date on all warning memos distributed
- Perform routine office and clerical duties such as preparing change orders, processing night deposit items, and processing mail
- Support the bank's sales objectives by selling and cross selling all bank products, or by referring customers to other bank personnel responsible for such sales
- Answer telephone inquiries and provide information in accordance with bank policy
- Complete required job specific training and attends ongoing training sessions, as required
- Strong desire and passion to help and serve others
- High level of confidence, enthusiasm and a positive attitude
- Excellent verbal and written communication skills
- Ability to build relationships with clients, customers and co-workers

Education/Experience Required:

- High school diploma or GED
- Cash handling experience

Qualifications:

- High degree of accuracy
- Highly self-motivated with ability to work independently
- Excellent customer interactions
- Good organizational skills and attention to detail
- 10-key skills
- Ability to take responsibility for personal performance and development
- Banking experience a plus

Physical Requirements and Working Conditions:

This position will be exposed to a normal office environment.