



Part-Time Teller

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.

The American National Bank team strives to maintain a culture of excellence with high standards and values, along with opportunity for growth and involvement for employees. ANB is seeking a Part-Time Teller to join their growing team.

JOB SUMMARY

The Part-Time Teller position is 25-29 hours per week, primarily responsible for providing exceptional customer service in processing transactions, answering inquiries (phone, in person, mail, etc.), and identifying products and services to improve the customer relationship.

RESPONSIBILITIES

- Process customer transactions efficiently and accurately, operating teller equipment and drive-up window as required
- Protect the banks' financial interest by controlling and balancing the assigned cash drawer and negotiable items received and disbursed during daily transactions,
- Identify payees and verify signatures and endorsements, and remain up-to-date on all warning memos
- Perform routine office and clerical duties such as preparing change orders, processing night deposit items, and processing mail
- Support the banks' sales objectives by cross-selling all bank products and services, and referring clients to respective departments
- Answer telephone and email inquiries and provide information in accordance with bank policy
- Responsible for an understanding of BSA/AML and OFAC policies at American National Bank Fox Cities, including but not limited to, customer identification program, OFAC, currency activity, identifying suspicious activity and reporting it to the BSA Officer.
- Participate in annual BSA/AML and OFAC training.
- Complete required job specific training and attend ongoing training sessions as required
- Build positive relationships with clients and co-workers
- Ability to take responsibility for personal performance and development
- Perform other related or assigned duties as required

QUALIFICATIONS

- High school diploma or GED
- Cash handling experience
- High degree of accuracy
- Highly self-motivated with ability to work independently
- Excellent customer service and organizational skills with attention to detail
- Excellent verbal and written communication skills and an effective listener
- 10-key skills
- High level of confidence, enthusiasm and a positive attitude
- Banking experience a plus



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- Embraces the values: servant leadership, persistence, curiosity, growth and listening

American National Bank Fox Cities offers a competitive salary and a full comprehensive benefit package including health, life, dental, vision, health savings account, 401K, paid vacation and holidays.

Join our team and work at a bank recognized for fueling opportunity for businesses in Northeast WI.

American National Bank Fox Cities is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws.

The Bank will make reasonable accommodations, as required by law, for the known physical or mental disabilities of an otherwise qualified applicant, unless doing so would impose an undue hardship upon the Bank's business operations. An accommodation is not reasonable if, even with the accommodation, the employee is unable to perform essential job duties in a manner that would not endanger the employee's health or safety of the employee or others.