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RCB BANK

That's my bank!

Teller

Employer

RCB Bank
1905 E 9th Ave
Winfield, KS 67156
(316) 247-7696

Position Information

Position Type: Full-time

Work Location: Arkansas City

Position Summary:

Responsible for providing excellent customer service and promoting bank products/services while processing transactions and paying out funds in accordance with bank procedures, regulatory and legal compliance requirements.

Essential Functions:

- Obtain customer identification, signature and any other necessary pieces of customer information and record all transactions according to regulations and procedures.
- Examine cash, check or other documents submitted for the transaction in order to guard against bank loss.
- Professionally assist customers with concerns and/or questions that may be discussed during the transaction and refer to Supervisor or other departments as needed.
- Work towards achieving continued satisfaction and retention of existing customers by promoting and educating about products that will further benefit their banking experience with RCB Bank.
- Balance drawer at the end of shift and report any outages to Teller Supervisor.

Education:

- High school diploma

Experience Required:

- Customer service and cash handling experience.



Job Specific Skills & Knowledge:

- Ability to learn products and services RCB offers to assist customers.
- Basic clerical and process skills.
- Strong reading, writing and mathematical skills.
- Ability to communicate clearly and effectively with customers and co-workers.
- Ability to manage multiple tasks/projects and deadlines simultaneously.

Application Instructions:

Please apply directly to RCB Bank website: [RCB Bank.com/Careers](https://www.rcb.com/careers) and look for the position by title or location.

