



Independence

BANK

Teller/ Back-up Account Relations

POSITION SUMMARY

This is a Full time position.

This position will be responsible for serving our customers at a window and will process a variety of over-the-counter transactions efficiently in an accurate and courteous manner contributing to favorable customer relations. Will accept checks for cash or payment, verify endorsement, availability of funds and make change, resolve customer inquiries as they pertain to the teller function and direct customers to the appropriate departments. Will also assist the Account Relations Department as needed with opening, updating and closing deposit accounts & debit cards. Must adhere to all bank regulations, policies, and procedures in relation with the Account Relations department.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to execute each essential duty proficiently. Must have the ability to type precisely using a keyboard /10-key. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: High School diploma or equivalent degree.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, and talk or employee frequently is required to walk. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl.

For a full job description or for information on our benefits, please contact the Human Resources Department or visit our website at www.ibyourbank.com

Independence Bank EEO/Employer/Vet/Disabled