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Teller

Employer

RCB Bank
126 S Summit St
Arkansas City, KS 67005
316.247.7696

Position Information

Job Title: Teller

Employment Status: Full-Time

FLSA Status: Non-exempt

How to apply: Online


RCB Bank has been a responsible employer since 1936, standing firm on moral and ethical principles as a bank and as an inclusive employer while fulfilling our commitment to excellence. Operating with values such as integrity, respect, sincerity, and honor, RCB Bank is an equal opportunity employer, striving to hire diverse employees who meet high standards of character, education, and occupational qualifications. RCB Bank is dedicated to building Relationships, contributing to our communities, and embracing our Boldness! With over 60 locations, RCB Bank offers a variety of excellent career opportunities in Oklahoma and Kansas. We offer full-time and part-time opportunities along with a comprehensive benefit package (eligibility requirements apply).

Job Description:

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.

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- 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.

Experience Required:

- Customer service and cash handling experience

Education, Certifications & Training:

- High School diploma or GED required

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:

To be considered for an interview - please complete an application on: [RCB Bank.com/Careers](https://rcbbank.com/careers) for a Job/ look for the position by title or location.