

# Bank Teller

Greenwood Branch  
2020 SR 135, Suite 203  
Greenwood, IN 46143

## Job Type

Full-Time

## Qualifications

- High School or Equivalent (Preferred)
- Cash Handling: 1 Year (Preferred)
- Banking: 1 Year (Preferred)

## Full Job Description

Services deposit and loan customers by receiving funds, processing transactions, and paying funds as required. Sells money orders and traveler's checks. Is responsible for cash funds. Balances daily transactions and verifies cash totals. Other duties that may be included are counting coin and currency, safe deposit box functions, ATM-related duties, general receptionist duties, filing, and vault-related duties.

Is required to have a working knowledge of all deposit-related accounts. Is required to have a thorough knowledge of bank policies and procedures relating to deposit services. Under the supervision of the Branch Manager, opens new deposit accounts. Answers routine inquiries on deposits and loans. Prepares correspondence on routine matters.

Complies with all regulatory compliance issues relative to this position, which may include but not be limited to, BSA, CRA, OFAC, Reg E, Reg Z, Reg CC, and Reg DD.

Previous banking or cash handling experience helpful.

## Benefits

- 401(k)
- Dental Insurance
- Disability Insurance
- Health Insurance
- Life Insurance
- Paid Time Off
- Referral Program
- Tuition Reimbursement

**Schedule**

- Monday to Friday
- Weekends

**Education**

- High school or equivalent (Preferred)

**Experience**

- Cash Handling: 1 year (Preferred)
- Banking: 1 year (Preferred)

**Work Location**

- Mutual Savings Bank Greenwood Branch

**Benefit Conditions**

- Waiting period may apply
- Only full-time employees eligible

**Work Remotely**

- No

**COVID-19 Precaution(s)**

- Personal protective equipment provided or required
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

**If you are interested in the position, please email your resume to [hr@mutualsavingsbank.net](mailto:hr@mutualsavingsbank.net).**