



## Teller – part-time and full-time positions

**JOIN OUR TEAM!**

The teller provides high-quality customer service in a friendly, efficient, and accurate manner, completing deposits, withdrawals and other financial interactions according to established policies and procedures. This work may be assigned at any of our four branch locations: Whitewater (“Main” and “West”); East Troy; Palmyra.

### Responsibilities

- Cashes and evaluates checks and disburses funds after verifying signatures and sufficiency of funds to support withdrawals.
- Accepts deposits, confirming accuracy of transaction.
- Prepares, verifies and issues cashiers’ checks, bank and personal money orders, travelers’ checks, E bonds and correspondent drafts.
- Enters transactions in bank’s recordkeeping system, recording all transactions and producing customer receipts.
- Balances and maintains cash drawers and orders a cash supply to meet daily needs.
- Maintains a work area that ensures the safety of all negotiables and confidential records.
- Understand member objectives by asking appropriate questions and attentively listening to member responses.
- Prepares monies for deposit or shipment to branch banks or the Federal Reserve Bank.
- Additional duties as assigned.

### Knowledge, Skills & Abilities

- Ability to maintain composure and professionalism under pressure.
- Excellent time management skills.
- High level of trustworthiness, confidentiality, discretion and ethical behavior.
- Attention to detail and accuracy.
- Excellent math skills.
- Basic computer knowledge and ability to learn new programs.
- Excellent in-person, telephone, and written communication.
- A positive attitude and desire to work as part of a team and assist colleagues and customers.

### Education & Experience

- High School diploma or equivalent is required.
- Prior cash handling experience and/or working directly with the public is preferred.
- Bilingual in Spanish/English is a plus.

**How to Apply:** Click here for application - [Application for Employment](#)

Please submit application in person, by mail, or by email:

First Citizens State Bank

Attn: Human Resources

207 W. Main Street, Whitewater, WI 53190

[hrrservices@firstcitizensww.com](mailto:hrrservices@firstcitizensww.com)

OR, printed applications may be obtained at any of our four office locations (Whitewater, Palmyra, East Troy).