



## Job Opening: Part-Time Teller

Location: Van Meter

Competitive Pay • Excellent Benefits

Join our team at Earlam Savings Bank!

We are currently seeking a motivated and detail-oriented Part-Time Teller to join our Van Meter branch. This position plays a crucial role in handling financial transactions, ensuring accurate cash handling, and delivering exceptional customer service.

### *Key Responsibilities:*

- Assist customers with routine financial transactions, including cashing checks, deposits, withdrawals, loan payments, and account inquiries and transfers.
- Accurately count and verify currency, coins and checks and balance a cash drawer on a daily basis.
- Maintain customer confidentiality.
- Ensure compliance with all bank policies and procedures.

### *Position Details:*

- Part-time position, working 20-30 hours per week with a flexible and varying schedule based on business needs.
- Must be available Monday through Friday from 8 am to 5 pm and able to work rotating Saturdays.
- Will assist with branch coverage as needed to support operations across locations.

### *Candidate Requirements and Qualifications:*

- Strong cash handling and balancing skills.
- Excellent customer service skills with a focus on creating positive customer experiences.
- General math skills and attention to detail.
- Strong computer literacy with the ability to quickly learn new software and systems.
- Problem solving abilities and the capacity to multitask effectively.
- Desire to gain experience in the financial services industry.
- Completion of some high school or college coursework.

### *How to Apply:*

Interested candidates are encouraged to submit their resumes to [careers@earlhambank.com](mailto:careers@earlhambank.com)

Earlam Savings Bank is an Equal Opportunity Employer and a proud Member FDIC.