



Job Posting Teller Supervisor-Adams Location

One Community Bank is searching for a dynamic and highly motivated person to fill our full-time Teller Supervisor position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

Human Resources, careers@msbonline.com

Teller supervisor oversees the teller line, they are responsible for handling the basic financial transactions for customers, including cashing checks, making deposits and withdrawals. Teller supervisor and their team also point customers in the right direction when the customer is interested in a loan or wants to open a new checking or savings account.

Essential Duties and Responsibilities include the following:

- Scheduling of all teller staff/ schedule training when needed.
- Hiring, scheduling interviews, making decisions on hires.
- Training, teaching hires how to operate a drawer, teach the system.
- Reviews, annual performance reviews.
- Teller Reports, teller transaction logs, variance logs, hold notices.
- Audits, vault and teller drawer.
- Vault attendant, make sure vault balances, stays clean and organized
- Buy & Sell cash orders from Fed and Branches
- Supervise the daily functions and activities of the teller team.
- Ensure that tellers give excellent customer service to our clients.
- Demonstrate operational excellence in teller processes.
- Ensure compliance of federal and state regulations.
- Ensure compliance of best practices and banking procedures.
- Follow security procedures and ensure the safety of clients and staff.

Required Qualifications / Skills / Abilities:

- High school diploma or equivalent
- At least 2 years banking experience
- At least 2 years of supervisory experience, preferred
- Experience in cash handling is preferred
- Knowledge of banking rules, regulations, policies and procedures in the financial services industry
- Strong problem-solving skills

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oncommunity.bank