



Job Title – Bank Teller

Location – Festus

Status – Part-time

Work Schedule – Monday- Friday; Saturday

Hours Per Week – 20 to 25 hours

**Duties and Responsibilities:** Process teller transactions including deposits, withdrawals, check cashing, loan payments, and consigned items; provide personalized customer service; develop new and existing customer relationships; process maintenance items and mailed-in transactions; run daily reports; assist with ATM balancing

**Minimum Requirements:**

High School diploma

Customer service experience

Cash handling skills

**Preferred Knowledge and Skills:**

Strong written and verbal communication skills

Operate general office equipment, such as: multi-phone line, fax, copier, currency counter, Microsoft Outlook, etc.

Ability to learn procedures, policy and bank regulations

Basic math and checkbook register skills

We provide our employees with the tools and training needed to build and support career goals. Midwest Regional Bank is an Equal Opportunity Employer.

All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.

Please send your resume to [hr@mwregionalbank.com](mailto:hr@mwregionalbank.com) or stop by our Festus branch to fill out an application.