



**Community
MINDED.**
...Just Like you

Job Title:	Teller		
Department/Group:	Teller line	Location:	Main Office
Position Type:	Full time	Manager	Tammy Kinley
Branch Hours	M-Th. 8:00-4:30, Fri 8:00-6.00, Sat 8:00-12:00 (variation in schedule with opening and closing)	Saturday:	2 Saturday's a month
Date posted:	05/22/2019	Posting Expires:	05/29/2019 (12PM Noon)

Resumes Accepted By:	
E-mail: hr@peoplesfinancial.com Subject Line: Teller- Main Office Attention: Human Resources Internal candidates: O:\Employee Forms and Resources\Job posting form	Mail: Peoples State Bank Attn: HR 301 E. Blackhawk Ave. Prairie du Chien, WI 53821

Our Mission
To provide a full range of sound, innovative, and highly personal financial services to our customers

Our Vision 2025
We are committed to remaining an independent community bank. Our top priority is to serve our customers and meet their financial needs, while also providing the financial strength and stability to ensure sustainable, long-term success and value to our shareholders. We know that financial strength and profitable growth are critical to our long-term success in this ever-changing financial services industry. To that end, by December 31, 2025, Peoples State Bank will have become a sustained top-quartile performer through profitable compounded annual growth of 5% or greater. We understand that this high level of performance will position us to remain a healthy, vibrant, and independent organization, and it will allow us the opportunity to maintain a superb infrastructure and an ability to attract and retain the best talent. To that end, we will strive to be the dominant financial institution and the employer of choice in our communities. Critical to achievement of this Vision will be:

- A functional organizational structure aligned with our business lines and areas of expertise.
- Delivery channels focused on providing an outstanding customer experience.
- A deepened culture centered around teamwork, along with a heightened emphasis on employee engagement, a common vision, accountability, collaboration, and robust performance management.
- A stronger growth mentality across the entire organization.
- An emphasis on talent development and succession. In reaching our strategic goals, we will operate in a prudent, progressive manner that is conducive to sound fiscal management and integrity. We will provide high-quality products, services and technology with a commitment to our existing customers as well as the next generation of customers. We will deliver quick, local decisions and solid business expertise from our highly motivated, well-coached, and accountable team.



Community
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...Just Like you

Job Description

You are...

Self-driven: You have superior organizational skills, integrity, and great follow through on tasks. You don't get overwhelmed easily.

Naturally curious: You're innovative, creative, and constantly looking for ways to improve upon things.

Motivated: You continue to improve your skills, which improve your role as the customer service representative.

Team Player: Work with your team to provide the best experience to our customers.

Position Summary

This position will provide customers with superior and quality customer service while performing efficient and accurate transaction processing and enhancing customer relationships by referring customers to new products and services offered by the bank to achieve our customer's goals.

Role and Responsibilities

- As front line staff, a Teller is key to the bank.
- Tellers provide prompt, efficient, and friendly services to existing and potential customers.
- Tellers maintain and balance cash drawers and vault.
- Tellers cash checks; negotiate monetary instruments such as cashier's checks and money orders.
- Order checks, printing checks, balancing ATM and vault.
- Research and resolve customer concerns and questions.
- Tellers are also responsible for making referrals and promoting the banks products and services.

Qualifications and Education Requirements

- High School diploma or GED
- Minimum of one year related clerical/administrative experience or training
- Banking and/or bank operations experience preferred
- Strong attention to detail, with a focus on accuracy and quality of work
- Handle changing priorities in a deadline oriented environment
- Strong verbal and written communication skills
- Outstanding customer service

This job description does not state or imply the only duties and responsibilities assigned to this job. Employee holding this job will be required to perform any other job-related duties requested by management. All job requirements are subject to possible modification to reasonably accommodate individuals with a disability. Peoples State is an Equal Opportunity Employer.