



Alliance Bank is a proud community bank serving clients in Francesville, Monon, Monticello, Otterbein, Oxford, Rensselaer, Winamac and surrounding communities in northwest Indiana. Selected as one of the *Best Places to Work in Indiana in 2019*, Alliance Bank believes in employee growth and offers resources to help each individual become the best version of themselves. We invest heavily in the communities we serve with financial contributions to non-profit organizations and over 500 volunteer hours each year. Last, but certainly not least, we strive to offer leading-edge technology and solutions that meet the ever-changing needs of our individual clients, small businesses and the agriculture industry. Learn more about Alliance Bank's vision *Growing Together* at [myalliancebank.com](http://myalliancebank.com) and our social media accounts on Facebook, Instagram, Twitter and LinkedIn.

**Job Title:** Teller

**Department:** Retail Banking

**Location:** Monon

**Reports to:** Retail Branch Manager

**Position Type:** Part-time

**Classification:** Non-Exempt

**Days/Hours of work:** Monday-Thursday 8:00 a.m.- 4:00p.m., Friday 8:00 a.m. – 5:00 p.m., Saturday 8:00 a.m. - Noon

### **Summary**

Responsible for focusing on client solutions to their banking needs while processing transactions and following established bank policies and procedures. Delivers a positive client experience with each interaction.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operate cash drawer and accurately process client transactions
- Promote the bank's products and services through referrals
- Provide solutions to clients' needs via phone and face-to-face interactions
- Contribute to a positive working environment that facilitates exceptional service, expanding profitable client relationships and employee engagement
- Strive to meet/exceed established Department and individual goals while taking ownership of achieving those goals
- Participate in volunteer activities
- Ensure continuous training and development for self
- Follow policies and procedures to protect the bank from risk and exposure

### **Competencies**

- Alliance Bank core values: Be Responsive, Have Integrity, Be Secure, Deliver Value, Be Reliable
- Building Relationships
- Problem Solving
- Accuracy

- Attention to Detail
- Identify Client needs

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment & Physical Demands**

This position may require travel by vehicle to Alliance Bank Offices dependent on staffing needs.

This job operates in a clerical office setting and routinely uses standard office equipment. This position requires manual dexterity and the ability to lift, bend, or stand as necessary.

**Position Type/Expected Hours of Work**

Part-time must average under 30 hours per week annually.

**Education and Experience**

- High school diploma or equivalent required
- No experience required; customer service preferred

**AAP/EEO Statement**

*Alliance Bank is an Equal Employment Opportunity Employer.*