



Hanston State Bank is a community bank branch of Bank of Hays. The position is located in Hanston, Kansas. We proudly serve our clients with friendly, quality customer service and take pride in doing what is right for our customers, employees and stockholders.

**JOB POSTING**

Teller/CSR

**STATUS**

Full-Time Non-Exempt

**REPORTS TO**

Branch President

Essential Duties and Responsibilities

- Follows all bank financial and security procedures and regulations in the completion of duties; may open and/or close institution following established security guidelines.
- Maintains customer confidence and complies with confidentiality standards.
- Proactively seeks ways to exceed client expectations while providing financial solutions
- Interviews customers and is responsible for successful delivery of a range of banking products and services including opening accounts, account maintenance and enrollment in and maintenance of all digital bank services as well as providing ancillary banking solutions
- Accurately and efficiently prepares account documentation and opens the account on the computer system under time constraints while following proper procedures, complying with regulatory requirements and safeguarding against fraud
- Responsible for maintaining and balancing vault contents and preparing required cash reports. Prepares and reconciles daily teller line reports. Counts and balances cash in automated teller machines and night depository.
- Through drive-up or lobby, receives checks and cash for deposit or pay out in accordance with the bank's policies, training and regulatory compliance. Prepares required compliance reports.
- Prepares customers' transactions for processing through image equipment and issues receipts; accepts loan payments; processes cash advances.
- Places holds on accounts for uncollected funds as necessary according to policy and regulation.
- Orders daily supply of cash, counts incoming cash, balances currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen.
- Explains, promotes, or sells products such as prepaid cards, money orders, and cashier's checks.
- Seeks opportunities to promote products and services and makes referrals as required.
- Assists customers by answering questions and resolving problems.
- Performs other related duties as assigned by management.

Experience and Qualifications

- High School Diploma or equivalent.
- Previous banking experience preferred but not required.

Technical Skills and Abilities

- Commitment to excellence and high customer service standards in person and on the phone.
- Self-motivated, dependable, flexible.
- Accuracy and attention to detail with strong organizational skills and the ability to multi-task.
- Able to research and evaluate data to make informed decisions and solve problems.
- Strong communication skills.
- Proficient use of personal computer; working knowledge of Microsoft Office Suite.

If you are interested in applying for this position, please submit resume` and/or application to:

Curtis Goebel  
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