



Bank of Hays is a successful, locally-owned community bank located in Hays, 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.

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, protects bank operations, and complies with confidentiality standards.
- Responsible for maintaining, balancing, and replenishing vault contents and preparing required cash reports.
- 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.
- Counts and balances cash in automated teller machines and night depository.
- Prepares customers' transactions for processing through image equipment and issues receipts; accepts loan payments; processes cash advances.
- Prepares and reconciles daily teller line reports.
- 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 or services 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 standards in customer service both in person and on the phone.
- Self-motivated, **DEPENDABLE**, flexible; holds self **ACCOUNTABLE**.
- **ACCURATE** with attention to detail.
- Strong organizational skills; **EFFICIENT**; 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 possess these qualities and are interested in applying for this position, please submit resume` and/or application by 9/4/26 to:

Darla Braun
1000 W 27th St
Hays, KS 67601
dbraun@bankofhays.com

JOB POSTING

Teller/CSR

STATUS

Full Time M-F (will consider PT)

REPORTS TO

Teller Supervisor