

PARKWAY BANK

**** Job Posting****

Position Title: Teller

Status: PT

Posting Number: 10-006

Posting Date: 1-25-2010

Department: Main-Harwood Heights

Grade: 06

Hours:

Monday through Friday:

2:00 p.m. - 6:00 p.m.*

Saturday:

6:30 a.m. - 1:00 p.m.

*One rotating day off

Hours may change based on the needs of the branch

Job Duties:

Responsible for processing customer transactions including individual and business checking and savings deposits and withdrawals. Processes mortgage, installment and commercial loan and treasury tax payments. Issues cashier's checks, traveler's checks, money orders, and U.S. Savings Bonds. Performs other teller-related functions as assigned by supervisor.

Requirements:

High school diploma, GED or currently pursuing
Cash handling and/or customer service experience
Good math and clerical skills
Good oral and written communication skills
Good ten-key skills
Good attention to detail
Ability to work accurately
Computer skills – Microsoft Word and Excel helpful

Please visit our website at www.parkwaybank.com and click on the "careers" tab to apply on line for this job opportunity.

Parkway Bank is an Equal Opportunity Employer