



# First National Bank of Cokato

365 Broadway Ave S, PO Box 490, Cokato, MN 55321  
www.fnbcokato.com • Phone: 320-286-2191

## **Bank Operations / Vault Teller / Customer Service**

We are looking for a capable, enthusiastic, and motivated person to join our team!

This multi-faceted full-time position is responsible for providing efficient, friendly, high quality customer service. General responsibilities include:

- Promote positive customer relations
- Overall Operations support
- Daily open or close responsibilities
- Manage and balance Vault cash
- Order/Ship Coin & Currency
- ATM cash position and balancing
- Daily report monitoring
- Daily, monthly and periodic teller reports
- Bookkeeping support
- Teller duties and assisting customers with their banking needs
- Assist with answering phones
- Responding to account inquiries, stop payments & telephone transfer requests
- Bank Official Check requests
- Open new accounts
- Maintain teller equipment
- Mail / Postage machine
- Statement distribution
- Safe Deposit Box maintenance
- Process and monitor ACH transactions
- Review daily ACH reports
- Process and balance domestic and international wires

Strong customer service skills with prior banking experience preferred:

- Minimum High School or equivalent, post-secondary education a plus
- Two or more years of experience in retail activities, including cash handling
- Basic knowledge of banking concepts, awareness of banking compliance and regulations
- Team player; flexible, contributing, and supportive of fellow employees
- Ability to multi-task while paying close attention to detail
- Proficient computer skills, knowledge of word processing and spreadsheet programs
- Effective oral, written, and interpersonal communication skills
- Ability to carry out instructions, interpret documents, understand procedures and reports
- Excellent active listening and problem-solving skills
- Effective organizational and time management skills
- Ability to work with minimal supervision while performing duties.

Email, send or drop off resume to:

First National Bank of Cokato, 365 Broadway Ave S, PO Box 490, Cokato 55321

Attn: Kent Houston    [khouston@fnbcokato.com](mailto:khouston@fnbcokato.com)