

Teller

Hantz Group, in partnership with Hantz Bank, has the resources and expertise to help clients protect virtually every aspect of their financial health. Together, we help plan for retirement, insure ones most important assets, protect ones estate for their children, and plan for current and future taxes all with one team of advisors. The power of our model is our advice is integrated. Our integrated model has our client's insurance agent, accountant, financial consultant and personal banker working as partners to help protect their financial health.

Hantz Bank is looking for talented, driven professionals to join our team. Currently we are seeking tellers to provide a full range of banking services with an emphasis on personal financial counseling and customer service.

Responsibilities Include:

- Meet with customers to discuss personal and business financial needs
- Recommend ways in which the bank can meet their needs
- Provide customer service including but not limited to: account opening, checkbook balancing, and resolving customer problems and concerns, consumer loans, statement
- Follow-up with new customer through written and phone correspondence
- Cross-sell the full range of personal and business banking services to present and potential customers
- Follow cash handling, cash control procedures and teller cash control
- Report large currency transactions
- Follow bank security
- Attend branch and sales meetings
- Complete sales and referral
- Call maturing CD customers
- Handle customer proof correction
- Balance ATM
- Keep forms updated for account opening
- New account set up
- Assist in vault balancing
- All other tasks assigned

Education/Knowledge & Skills:

- Strong written and verbal communication skills
- Strong mathematical skills