



Teller Operations Associate – Mendota Heights, MN

Mendota Heights-based Gateway Bank was founded with a clear vision of what a community bank should be. And we remain committed to conducting every transaction with that vision in mind.

Our three core beliefs shape who we are and how we do business.

1. An excellent work environment
2. Outstanding client service
3. Strong client relationships

Responsibilities for our Teller Operations Associate include but are not limited to:

- Teller Duties: Process deposits, check cashing, counting coin and currency, sell prepaid gift cards, travel cards, cashier's checks, and savings bond redemptions. Process credit card advances, place account holds, alerts, and stop payments. Scan and process daily over the counter work.
- Cash Handling and Cash Drawer Balancing
- Universal Banker Back-Up/Phone Support
- Processing and Research: Deposit corrections, adjustments, inquiries and transfers.
- Report Distribution and Review
- Notice and Statement Mailing
- Scanning, Filing, and Phone Support
- Safe Deposit Access
- Other Duties

Why Gateway Bank?

Gateway Bank has always had a commitment towards quality of product and service to its clients. We have found that it takes a team effort to consistently meet the high standards we have set for ourselves. Our Bank is committed to the development and growth of each associate. In turn, we count on each associate to help us maintain those high standards of quality that have made our Bank's products and services respected throughout the community.

Qualifications

Successful candidates will be professional, responsible, service oriented, friendly, and have excellent communication skills. We are also looking for prior banking or teller experience. Qualifications include:

- Sales, cashier or money handling experience required
- Prior bank teller experience preferred
- Comfortable working with Windows and Microsoft Office including Word and Excel
- Strong organizations, multi-tasking, and time management skills
- High school diploma required; some college preferred

Please submit resumes to: Kimberly Harr, kharrgateway.bank@yahoo.com