

## **BANKING POSITION JOB DESCRIPTION**

Teller/Personal Banker - Full Time Position

Points West Community Bank  
Torrington, Wyoming

### Job Description

This person will uphold a tradition of honesty and integrity as you provide financial transactions to existing and potential customers. We are looking for an experienced, dynamic, self-motivated and results oriented teller/personal banker. This position is responsible for processing all financial transactions, cash drawer, proper balancing procedures, proof/image machine and setting up new deposit accounts. Teller/Personal Banker must comply with all security and audit procedures. The right individual identifies customer servicing issues so that resolution can occur to the customer's satisfaction. This individual also recognizes customer needs for additional products/services and makes the appropriate referrals to other bank members on more complex opportunities. Growth within this position will occur by developing and maintaining a working knowledge of financial products and services.

### Minimum Qualifications

We are looking for an individual with excellent communication, interpersonal and problem solving skills. Demonstrates attention to detail, organizational skills and can manage multiple tasks. Has the ability to listen, follow directions and identify the needs of others. High School Diploma or greater with banking, bookkeeping and/or cash handling experience preferred.

### Technical Skills

Windows based software including Excel, Word, Outlook and bank software. Additional equipment utilized includes: telephone, fax, scanner, copier and 10 key calculator.

### Benefit Package

Points West Community Bank is an Affirmative Action and Equal Opportunity Employer. We offer a highly competitive benefit packages and salary will be commensurate with experience and qualifications.

### Contact Information

Please email to [ccovello@pwcbank.com](mailto:ccovello@pwcbank.com)