



Teller - Concordia

United Bank & Trust is seeking a Teller to join our team at our Concordia location.

Qualified applicants need to be proficient in the latest version of Excel and Word, be self-motivated, and detail oriented. Must be able to follow compliance policies and procedures and maintain confidentiality. We are seeking a reliable individual who has excellent interpersonal communication skills that can provide our clients with exceptional service. Previous banking or cash handling experience is preferred but not required.

Key responsibilities: Maintains accurate records of transactions, performs account maintenance, issues money orders, cashiers checks, and redeems savings bonds. Prepares settlements for teller cash and proof transactions. Promotes the bank's services and refers customers to other products and services, along with other day to day banking duties or assigned projects.

United Bank & Trust has an excellent benefit package including Health and Dental Insurance, 401k option, a Paid Time Off program in addition to paid federal holidays.

Resumes can be sent to United Bank & Trust c/o Jeremy Hacker 2010 Lincoln St, Concordia, KS 66901 or by e-mail to jhacker@ubankonline.com.

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