

Windsor State Bank**Position: Bank Teller/Customer Service Representative****Location: Windsor, Colorado****Salary: \$17.00 - \$20.00 an hour**

To apply, please send resume to: dlanckriet@windsorstatebank.com.

Windsor State Bank is seeking a Bank Teller/Customer Service Representative to join its financial team.

Mission Statement:

We are a community bank dedicated to providing exceptional financial products and services to its local communities and customers while meeting the goals of its stockholders and creating a rewarding work place for its employees.

Job Description Summary:

The Customer Service Representative is responsible for being the face of the branch to provide the highest level of customer service. The position ensures that all the customer needs are met and helps develop relationships.

Responsibilities:

- Performs all teller duties including accepting deposits, cashing checks, and various customer service related duties
- Completes forms such as CTRs and any other BSA reporting as necessary
- Performs operational duties as required, which may include: vault operations, ATM settlement, researching teller differences, and completing various reports
- Prepares all paperwork and assists customers in signing various operational documents
- Performs various customer service duties:
 - Answering phone calls
 - Assisting walk-in customers
 - Processing check orders
 - Closing accounts
 - Processing customer account research
 - Assisting with daily operational duties
 - Assisting customers with Safe Deposit Boxes
 - Deposit verifications
- Responsible for maintenance of customer accounts
- Scans and submits transactions
- Scans of new account documents
- Assists with branch opening and closing procedures

Competitive compensation package and benefits including:

- 401k/ESOP match
- Health Insurance

- Life Insurance
- Paid Holidays
- Paid Time off (PTO)

Qualifications:

- Excellent customer service skills
- Ability to collaborate with team members
- Ability to operate effectively, efficiently and accurately
- Preferred cash handling experience
- Preferred knowledge of banking regulations, policies, and procedures
- Preferred general banking experience

Work Hours

Anticipated work schedule is Monday - Friday 7:30/8:00am – 5:00/5:30pm (varies) and participation in Saturday rotation of 9:00am - 12:00pm.

******MUST HAVE SATISFACTORY BACKGROUND CHECK INCLUDING CREDIT HISTORY******