



**NATIVE AMERICAN BANK, N.A.**  
**Career Opportunity Announcement**

<b>Job Title</b>	<b>Bank Teller</b>		
<b>Date Posted</b>	Accepting Applications – On-going		
<b>Reports To</b>	Operations Supervisor		
<b>Location</b>	Blackfeet Branch - 125 North Public Square Rd, Browning, MT		
<b>Description</b>	Native American Bank is a national financial services organization. Under general supervision, in line with established policies and procedures, provides a variety of customer service duties; accepts personal and business checking and savings deposits processes loan payments transactions, cashes checks, and withdrawals; promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services. Is responsible for balancing each day's transactions and verifying cash totals.		
<b>Description of Duties</b>	<ul style="list-style-type: none"> <li>• Is accountable for representing the bank to the customer in a courteous, professional manner, and for providing prompt, efficient, and accurate Teller services.</li> <li>• Receives checks and cash for deposit to savings and checking accounts, verifies deposit amounts, examines checks for endorsement and negotiability, and enters transactions into bank records via an on-line teller terminal.</li> <li>• Cashes checks and pays money from savings and checking accounts upon verification of signatures with photo identification and customer account balances. Inspects all checks, bonds, money orders, savings withdrawals, and so forth to determine their negotiability.</li> <li>• Cross-sells financial institution services and be able to explain the various types of accounts and certificates, interest, and compounding rates. Suggests the use of safe deposit boxes, traveler's checks, and so forth.</li> <li>• Receives payments for such loans as mortgage, installment, and passbook, ensuring that payments equal the amount due and that all late charges, if applicable, are collected. Enters payments received into the bank's records via on-line terminal.</li> <li>• Responsible for providing comprehensive, prompt and efficient processing of customer transactions.</li> <li>• Strives for accuracy in processing transactions and balancing cash drawer.</li> <li>• Accurately conducts all credit and debit transactions in compliance with financial institution and regulatory policies and procedures.</li> <li>• Performs related duties as assigned.</li> </ul>		
<b>Education Requirements</b>	High School diploma or equivalent required		
<b>Skills/ Experience/ Requirements</b>	<ul style="list-style-type: none"> <li>• 6 months of previous cash handling experience preferred.</li> <li>• Prior customer service experience preferred.</li> <li>• Recognize and identifies transaction mistakes when debits and credits do not balance.</li> <li>• Ability to prioritize and make on-the-spot decisions regarding customer transactions, weighing customer satisfaction issues with Bank exposure to loss or fraud.</li> <li>• Effective oral &amp; written communication skills.</li> <li>• Proficiency in Microsoft applications e.g. Word, Excel, Outlook, and administrative functions including phones, files, copying, scheduling.</li> <li>• Must successfully complete teller assessment</li> </ul>		
<b>Salary Range</b>	\$9.25 - \$11.00 per hour, depending on experience. Eligible for Company benefits.		
<b>Interested Applicants</b>	<b>Email or Fax:</b> <i>Submit a Cover Letter, Resume And provide three references to:</i> Attn: Operations Supervisor ttrombley@nabna.com Fax: 406-338-7008 or Attn: Human Resources employment@nabna.com Fax: 720-962-9455	<b>Walk-ins:</b> <i>Applications are available in the Browning Branch location</i>	<i>Drop off a Cover Letter and Resume or Walk-in and fill out an application form. Provide three references to:</i>  Attn: Operations Supervisor Native American Bank, N.A. 125 N Public Square Browning, MT 59417 Phone: 406-338-4039
<b>General</b>	Equal opportunity employer within confines of Native American Preference Act. Must be comfortable working in a team environment. Must be willing to submit to a background check.		