

Red River State Bank is seeking a full-time teller/operations person for our Halstad, Minnesota location. The successful candidate will have at least a high school diploma. Previous customer service experience is preferred. We are looking for a professional with excellent customer service, communication skills, and the ability to help our customers in Northwest Minnesota find solutions to their banking needs. This position will also assist with internal operations of the bank.

## Apply

Please contact **Danielle Harless, Vice President** with a resume and three work-related references via email: [Danielle.Harless@RedRiverBank.com](mailto:Danielle.Harless@RedRiverBank.com) or mail to her attention at:

Red River State Bank  
PO box 25  
Halstad, MN 56548

Mark your envelope "Confidential"

## About Red River State Bank

Red River State Bank is one bank serving many communities in the Red River Valley. Since the beginnings of First State Bank of Fertile in 1887 and Red River State Bank in Halstad in 1904 we have taken the same approach, one-on-one personal service. We are proudly a small-town community bank.

## Description

- Perform all customer transactions and assist with any customer questions.
- Assist customers with cashier checks, money orders, travel, gift, and debit cards.
- Open new customer accounts.
- Perform customer security verification per US Patriot Act requirements.
- Post daily transactions and image checks.
- Review account maintenance and large deposits for transfers.
- Perform proof function, balance cash drawer, bank closing procedures.
- Verify and process cash letters.
- Assist with the preparation of currency and coin shipments.
- Process customer bank statements and assist them with internet banking, e-statements, bill pay, and cash management.
- Assist with audits on all accounts, cashier checks, money orders, travel cards, gift cards, debit cards.
- Interface daily computer files, back up end of day files.
- Process customer bank statements and mail.
- Help customers with internet banking and e-statement signup.
- Prepare currency Transaction Report.

## Qualifications

- High school diploma required. Customer service experience, preferred.
- Strong verbal and written communication skills required.
- Conduct oneself with professionalism and confidentiality pertaining to non-public information, including customer and bank related items.
- Basic math essential.
- Ability to analyze customer needs and suggest solutions.
- Analyze daily work to balance cash drawer.
- Proficient skills in Microsoft Word and Outlook
- Ability to multitask while working with speed and precision to meet timelines.
- Ability to manage oneself through open communication with supervisor/co-workers with the end goal of working as a team to collectively meet all job requirements.