

Full Time - Universal Banker

You have a unique opportunity to join **Boone County Bank** as a **Universal Banker** and you will be the initial contact to our valued customers. You will greet customers with a welcoming smile and perform all the duties of bank customer service, including assisting customers with their accounts and needed banking services. It is essential that you enjoy working with people.

Primary Responsibilities:

- While running an inside or drive-through teller window, provide services to customers with accuracy, professionalism and a high level of service
- Answer customer inquiries regarding products while complying with disclosure requirements, regulations and consumer privacy policies
- Identify customers' potential product and service needs
- Balance customer transactions and adhere to all bank procedural controls
- Answer incoming telephone calls in a friendly and professional manner
- Open new accounts

Required Qualifications:

- High school diploma

Skills and Competencies:

- Basic computer skills and attention to detail
- Excellent communication and customer service skills
- Ability to work with money transactions with high degree of accuracy

Preferences:

Boone County Bank is looking for a candidate committed to helping customers reach their financial goals by understanding and meeting customer needs.

Benefits:

Full time benefits include health, dental, life, and disability insurance, 401(k), paid vacation/holidays, ESOP and other benefits

To join our team, please apply on our website; at 103 South Fourth Street, P.O. Box 109, Albion, NE 68620.



Boone County Bank

A Division of Madison County Bank

www.boonecountybank.net



Member
FDIC

103 S. 4th St. • Albion, NE • 402-395-2125

Boone County Bank is an Equal Opportunity Employer, Minorities/Disabled/Women/Veterans