Magyar Bank, a leader in the community banking sector, is searching for qualified candidates to join our Retail Operations team in the Central New Jersey area as

Teller (Full Time & Part Time)

The Teller will accurately and efficiently process and record routine transactions for bank customers including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers. Promote and advise on the bank's products and services.

Essential Functions:

- Receive and count working cash at beginning of shift
- Identify customers, validate and cash checks
- Accept cash and checks for deposit and check accuracy of deposit slip
- Process cash withdrawals
- Perform specialized tasks such as preparing cashier's checks, personal money orders.
- Perform services for customers such as ordering bank cards and checks
- Receive and verify consumer loan payments and mortgage payments, ensure the payments match the balance due
- Record all transactions promptly, accurately and in compliance with bank procedures
- Reports malfunctions of teller terminals and other equipment used at the teller station to supervisor.
- Balance currency, cash and checks in cash drawer at end of each shift
- Answer inquiries regarding checking and savings accounts and other bank related products
- Attempt to resolve issues and problems with customer's accounts
- Explain, advise on and promote bank products and services to customers
- Identify referral opportunities and make relevant referrals
- Ensure compliance with all internal controls and established policies and procedures
- Other duties as assigned.

Requirements:

- High school diploma or equivalent required.
- Clerical, administrative, cash handling, sales or customer service experience preferred.
- Ability to lift up to 30 lbs. unassisted and stand for long periods of time
- Flexible scheduling including nights and Saturdays.
- Strong customer service skills
- Strong interpersonal and communication skills, both verbal and written
- Strong mathematical aptitude and problem-solving ability with attention to accuracy and detail
- Occasional local travel to other branch locations within the Central NJ area.
- Computer literate, including MS Office Suite

Magyar Bank offers competitive salary and comprehensive benefit package, which includes medical, dental, life insurance and 401k.

Salary Range: $33,300 - $47,900 per year

Magyar Bank is an Equal Employment Opportunity/Affirmative Action Employer - M/F/D/V