

Position Status: Full-Time Hourly: Nonexempt

To: AVP – Rushville Branch Manager

New Account Specialist

Job Summary:

Union Savings & Loan Association is currently seeking a motivated team member to serve as New Account Specialist. The position will primarily be in our Rushville Office, in Rushville, Indiana. Our ideal candidate will have at least one year of previous banking experience, provide excellent customer service, have a strong work ethic, and a desire to excel in their career.

Responsibilities:

- Greet customers in a friendly and professional manner
- Provide quality customer service by processing financial transactions, including deposits, withdrawals, transfers, loan payments, and related checking inquiries.
- Open new deposit accounts including; checking, savings, CD's, business related products, and provide information regarding product options
- Assist customers with bank products and services including online and mobile banking
- Adhere to all bank policies and regulations
- Maintain strict confidentiality and highest ethical standards
- Verify and maintain accurate cash counts including cash drawers
- Perform other duties as assigned

Requirements:

- High School Diploma or equivalent
- Post High School Education Preferred
- Previous Banking Experience Preferred
- Great Interpersonal Skills
- Cash Handling Experience
- Excellent Computer Skills
- Attention to Detail
- Strong Math Skills
- Team Player

Benefits:

- 401(k)
- 401(k) matching
- Health insurance
- Paid sick time

- Paid time vacation
- Paid Holidays

Schedule:

- Day shift
- Ability to work Saturdays

Education:

- High school or equivalent (Preferred)

Experience:

- Cash Handling: 1 year (Preferred)
- Banking: 1 year (Preferred)

Please send resume to Kaci Bennett, AVP Rushville Branch Manager, 131 S Main Street, Rushville, IN 46173, or email to kbennett@uslabank.com