

# PART-TIME TELLER – PROCESSOR

## ABOUT US:

- \$65 million bank with locations in La Crosse, Holmen, and Sparta.
- Accessible, local management with in-market ownership.
- Focused on helping customers, not sales or referral goals.
- Specializing in residential mortgages and small business financing.
- Unique deposit accounts include rewards-based checking.

## ABOUT THIS POSITION:

- The shift to digital banking has resulted in less lobby, drive-up, and telephone traffic. As a result, primary responsibilities will include loan processing, digital file scanning, online banking and debit card assistance, record keeping, and account reconciliation, etc.
- Be a "point of contact" and process transactions for customers as needed.
- Must comply with banking laws and regulations. Training provided.
- Work as part of a team and be informed about products and services.

## ABOUT YOU:

- Strong work ethic and positive attitude.
- Flexibility and willingness to be versatile is crucial given emphasis on other duties.
- Attention to detail is important.

## COMPENSATION, HOURS, & BENEFITS:

- Compensation based on work experience ranging from \$16/hr to \$20/hr.
- Daily, part-time hours (10-2, M-F) in Holmen with occasional, floating, full-time (9-5) hours in La Crosse and Sparta. No Saturday hours.
- 5 vacation days annually and rotation of "soft" federal holidays. Generous holiday pay.
- Outstanding retirement plan. Eligible after one year. Vested after five years. Annual employer contributions equal to 25% of W-2 income.

## RESUMES TO:

- Email to Morgan Farmer (morgan.farmer@parkbank.bank) with "Part-Time Teller-Processor" in the subject line.
- Regular mail to Park Bank, Attn: Morgan Farmer, P.O. Box 100, Holmen, WI 54636.

