



CITY STATE BANK

**WE'RE
HIRING**



Bank Operations Position

NORWALK LOCATION

DESCRIPTION OF POSITION FUNCTION:

1. Performing duties according to established policies and procedures. Ensure customers are served promptly while exercising discretion and good judgment whether in person, via telephone or computer e-mail.
2. Applicant must be detail-oriented. Responsibilities include handling of ACH Program and assisting with the overall Cash Management Program. Also, a variety of backroom functions which could include, but not limited to, wire verification, send and receive cash letters, dormant accounts, and ATM/Debit Cards.

JOB SKILLS AND QUALIFICATIONS REQUIRED:

Candidate should have a thorough knowledge of bank operations, be energetic, positive and believe in customer service. High School Diploma or equivalent. Competitive wage.

TO APPLY



Stop in to pick up an application at any of our bank locations.



Email Cyndie Strawn at cstrawn@citystatebank.com or Mary Johnson at mjohnson@citystatebank.com



Call Cyndie Strawn at 515-981-4234 or Mary Johnson at 515-981-4234

City State Bank | 801 Main St. | Norwalk, Iowa 50211 | 515-981-4234 | www.citystatebank.com

EQUAL OPPORTUNITY EMPLOYER