Prairie Community Bank is a growing community bank with 3 locations, including Marengo, Union and Elgin, IL. Prairie offers competitive salary and benefits, including 401k match, incentive plan, medical, dental, vision, life insurance, LTD, vacation and paid holidays. We are seeking a full-time 37.5 hours a week Universal Banker for our Elgin branch to effectively build customer relationships and provide excellent customer service.

* Process all daily transactions with accuracy, efficiency and friendliness, including deposits, withdrawals, loan payments, etc.
* Receives checks and cash for deposit, loan payments and check cashing, verifying amount, signature and endorsements on all checks.
* Identifies opportunities to help customers with added bank products and services.
* Initiates holds on accounts for uncollected or suspicious funds.
* Maintains and reconciles a cash drawer in order to assist customer and in accordance with policy limits.
* Possess a complete knowledge of all deposit products and ancillary products offered, including online banking, mobile banking, bill pay and debit cards.
* Explains and promotes products and services, such as online banking, mobile banking, bill pay and debit cards.
* Determines customers' deposit and loan needs through asking open-ended questions and presents options to customers.
* Possess a general knowledge of the type of consumer loan products offered, as well as other services available at Prairie.
* Enter customer information and account data for new and existing customers into computer database, accurately and efficiently.
* Assist customers with debit card transactions, including but not limited to new cards, lost or stolen cards, fraudulent transactions and card valet.
* Assist customers with initiation of online banking, password resets, bill payment and mobile banking.
* Attends meetings to develop and share skills to cross-service customers with products and services.
* Prepares all necessary forms to complete customer’s transaction.
* Develops and maintains relationships with customers.
* Assist in maintaining all necessary supplies for your area.
* Assist customers with the sale of vehicle stickers, cashier’s checks, money orders, gift checks and other services as needed.
* Assist with ATM processing and reconciliation of cassettes.
* Process mail and night depository deposits accurately ad in accordance with Bank procedures.
* Processes, corrects &/or balances daily proof work.
* Complies with all regulations, policies and procedures, including but not limited to BSA/AML, as related to this position.

**Qualifications**

* Associate's degree (A.A.) or equivalent from two-year College or technical school; or one year or more related years of experience and/or training; or equivalent combination of education and experience.

**Skills and specifications**

* Strong attention to detail
* Strong verbal and written communication skills
* Self-motivated
* Ability to deliver professional and courteous customer service

*EOE*

Job Type: Full-time