



Huron Community Bank (HCB) is seeking two-part time tellers one position will cover the Tawas area while the other will cover Oscoda, Lincoln and Harrisville. These are both temporary, part-time positions that will begin in April and end in August.

General Duties:

- **Operate a teller window, processing a variety of transactions such as cashing checks, taking deposits, check orders, stop payments, etc.**
- **Maintain a working knowledge of all retail products and services**
- **Balance, make adjusting entries and prepare various reports**
- **Balance ATM machine maintaining appropriate cash levels**
- **Adherence to all applicable internal operational and security procedures**
- **Must maintain a professional image**
- **Must have excellent customer service and interpersonal skills**

Banking or cashier experience is preferred but not required. Candidate must be able to travel between branches.

Interested candidates should email resume to Human Resources at domeierl@bankhcb.com or fax to 989-984-0704

HCB is an EEO employer.