



The Honesdale National Bank

800-HNB-9515 • www.hnbbank.bank

Member FDIC

Position: Part-Time Teller

Function: Responsible for operating a full service teller station to receive and process a variety of customer transactions, preparing and maintaining various reports and records, promoting institution services.

Education: High school diploma or equivalent.

Experience: Prior teller, customer servicing experience preferred. Previous cash handling experience and customer contact experience required. Familiarity with using Microsoft Office Products.

Skills: Proficient computer skills. Superior ability to interact with customers, precision, detail oriented, reliable, flexible and the ability to multi-task. Neat and professional appearance. Basic understanding of accounting functions. Ability to recognize opportunities and suggest/cross-sell banking products and services. Excellent telephone etiquette. Willingness to learn new tasks, coachable and must be a team player.

[Click here to apply securely online!](#)

The Honesdale National Bank is an equal opportunity employer of women, minorities, protected veterans and individuals with disabilities.

[EEO is the law.](#)