



Teller & Bank Operations Associate

This role gets exposure to nearly every part of how a bank actually works — far beyond what you'd see at a larger institution. We're a small community bank looking for a Bank Operations Associate who wants more than a transactional job: someone who wants to understand deposits, lending, accounting, and banking operations from the inside, with real room to grow into a larger role on our team. No banking experience required, and we'll teach you everything you need to know.

What You'll Do

You'll sit at the front desk and be the first face our customers see — but this isn't a receptionist job. Most of the time, you'll be working through real banking and accounting tasks. When a customer walks in or the phone rings, you stop, take care of them, and then pick back up where you left off.

Day to day, your work will include:

- Greeting customers and answering phones as the first point of contact for the bank
- Teller transactions and deposit support
- Helping customers with online and mobile banking
- Processing wires and ACH transactions
- Accounts payable and other internal bank accounting
- Supporting our loan team with documentation and processing
- Other operational projects as they come up — we're a small team, so the work varies

Because we're a small bank, foot traffic is light. That means you'll spend real time learning the operational and accounting side of the business, not just standing behind a counter waiting for the next customer.

We're Looking for Someone Who Is

- Genuinely kind, upbeat, and quick to smile — customers should feel welcome the second they walk in
- Comfortable switching gears — from heads-down accounting work to a customer at the door to a ringing phone — without losing your patience or your cool
- Detail-oriented and trustworthy with money and confidential information
- Willing to learn and eager to take on new responsibilities
- Interested in building a long-term career in banking or financial operations
- Curious about how a bank works end-to-end — deposits, lending, accounting, and compliance

Banking experience is welcome but not required. We'll train the right person.

Pay & Benefits

\$35,000–\$50,000 per year, depending on experience.

- Four weeks of paid time off
- Employer-paid health, dental, and vision insurance premiums
- Employer contributions to HSA and HRA
- Employer-paid long-term disability coverage
- Performance- and advancement-based pay increases

Who Should Apply

You don't need a finance degree or prior banking experience. We're looking for someone dependable, friendly, and willing to learn — whether you're fresh out of school, switching careers, or returning to the workforce.

If you're excited about this role but don't check every box, we'd still love to hear from you.

To apply, send your resume to operations@bankofmt.com.