

Teller - Part Time

Hours: Monday through Friday 11:00 AM to 6:15 PM (closing), Saturday 8:15 AM to close (noon).

Location: AVB Bank, 2201 N. Elm Place, Broken Arrow, OK 74012

Requirements: Basic math, reading and writing, and computer skills are required for all positions at AVB Bank. High School Diploma or equivalent required. Two years cash handling and customer service experience preferred.

Responsibilities include:

- Provide prompt and courteous service to customers
- Accept deposits of cash and/or checks
- Process withdrawals and cash checks up to designated limits
- Have knowledge about the importance, requirements and procedures for completing Currency Transaction Reports (CTRs) and Regulation CC holds
- Accept loan payments of all types
- Sell cashiers checks and money orders.
- Process cash advances on credit/debit cards
- Know when to report suspicious transactions, activity, or situations to appropriate personnel
- Acquire and maintain comprehensive product knowledge

Benefits are available.

AVB Bank is an EEO Employer.