



Teller – 36 Hours per Week

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

Location: AVB Bank, 6401 S. Elm Place, Broken Arrow, OK 74011

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
- Accept loan payments of all types
- Sell cashiers checks and money orders.
- Process cash advances on credit/debit cards
- Report suspicious transactions, activity, or situations to appropriate personnel
- Complete routine training in all areas of compliance including about the importance, requirements, and procedures for completing Currency Transaction Reports (CTRs) and Regulation CC holds
- Follow procedures for all transactions and processes
- Acquire and maintain comprehensive product knowledge
- Promote and cross sell bank products and services, refer customers to appropriate staff for new products and services
- Be active in community service: attend bank functions within the community, interact with customers to create a community relationship, identify opportunities for new business

Requirements:

- Basic math and computer skills
- Ability to speak, read, and write fluently in English
- High School Diploma or equivalent
- Two years cash handling and customer service experience preferred

Physical Requirements:

Time spent standing: 5-8 hours/day

Lift (weight): Up to 50 pounds, periodically

Other: Ability to see details at a close range; ability to enter confined spaces (i.e., vault) for customer assistance; ability to efficiently process data, discern patterns, and recognize inconsistencies in information.

AVB Bank is an EEO Employer.