

Position: Full-Time Teller

Location: Enid, Oklahoma

Department: Bookkeeping

Experience: Minimum of a High School Diploma required; must possess general math skills and be able to perform such accurately.

#### Position Description:

This position requires the performance of routine duties to provide customer service by receiving and paying out monies, selling monetary instruments, keeping accurate records of all transactions and answering customer account inquiries and complying with bank operations and security procedures.

#### Position Requirements:

Successful candidates will possess a high school diploma, general math skills and be able to perform such accurately.

#### Functions and Accountabilities: Including but not limited to.

- Build and maintain excellent customer relationships; seek to establish trust and confidence
- Maintain complete confidentiality in all areas of work
- Cash checks, receive customer deposits, accept loan payments and complete other transactions on customer accounts following established protocol, logging all cash transactions over \$3000
- Prepare and mail CD notices daily
- Balance currency and coin in cash drawers as needed at end of shifts following established protocol
- Prepare money orders and order printed checks for customers as requested
- Assist with weekly bank statements when available
- Clean and transfer money to head teller as required.
- Check night vaults for deposits following established protocol; record and verify amounts
- Answer phones, assisting with customer information requests and/or directing customers to the appropriate personnel
- Shred outdated and other confidential documents when appropriate
- Adopt and ensure the consistent use of repeatable process to assure efficiencies

- Acquire and demonstrate a thorough knowledge of customer products and services
- Maintain educational compliance as needed
- Other accountabilities as required

\*\* This position is subject to completion of 90-day review period \*\*

Applicants must complete an Employment Application and provide a Resume to be considered for this position.

Applicants are subject to background and credit checks.

Please send information to:  
Tami Cooper  
Human Resources Specialist  
Wisdom Heritage Bank  
PO Box 37  
Alva, OK 73717