

Position: Teller/New Accounts Representative

Location: Okeene, Oklahoma

Department: Bookkeeping

Experience: High school diploma or equivalent a must, some college preferred. Must possess general math skills and be able to perform such accurately.

About Alva State Bank & Trust Company:

Alva State Bank & Trust Company is a family owned bank serving the farming and community needs of Northwest Oklahoma since 1901. We are very proud to have been a part of the growth and progress of our local communities and look forward to serving Northwest Oklahoma for years to come.

Position Description:

This position requires the performance of routine duties to provide service to customers, receiving and paying out money, selling monetary instruments, keeping accurate records of transactions, and answering customer account inquiries. This position requires providing service to customers, opening of new accounts (all types) and the performance of general bookkeeping duties, and complying with bank operations and security procedures.

Position Requirements:

High school diploma or equivalent a must, some college preferred.

Functions and Accountabilities: Including, but not limited to.

1. Build and maintain excellent customer relationships; seek to establish trust and confidence.
2. Maintain complete confidentiality in all areas of work.
3. Cash checks, receive customer deposits and accept loan payments following established protocol, logging all cash transactions over \$3000.
4. Balance currency and coin in cash drawers as needed at end of shifts following established protocol.
5. Maintain cash drawer within established limits.
6. Clean and transfer money to head teller as required; change straps on bait money monthly.
7. Maintain and order bank supplies, as necessary.
8. Notarize documents for customers and bank staff as needed.
9. Perform tasks related to customer service such as answering phones, assisting with customer information requests and/or directing customers to the appropriate personnel, preparing money orders, ordering checks and gathering wire transfer information.
10. Open new accounts (DDA, Savings, CD)
11. Act as Vault Teller
12. Shred outdated documents when appropriate.

13. General office maintenance and restocking of supplies as needed.
14. Acquire and demonstrate a thorough knowledge of customer products and services.
15. Maintain educational compliance as needed.
16. 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.

Salary commensurate with experience.

Applicants are subject to background and credit checks.

Alva State Bank & Trust Company is an equal opportunity employer.

Please send information to:

Tami Cooper

Human Resources Specialist

Alva State Bank & Trust Company

PO Box 37

Alva, OK 73717