



Position: **Floater**

Location: **Northern Colorado**

Primary Duties & Responsibilities:

- Interviews customers to obtain information and explain available financial services such as savings and checking accounts, Individual Retirement Account, Certificates of deposit and savings bonds.
- Answers customer questions and investigates and corrects errors.
- Presents funds received from customer to teller for deposit and obtains receipt for customer.
- Verifies customer information by following bank's Customer Information Program and USA Patriot Act.
- Processes loan applications.
- Promotes and sells bank products and services such as savings bond, money orders and cashier's checks.
- Delivers quality customer service by greeting and responding to customers promptly and courteously.
- Responsible for adherence to bank's operational compliance and security policies and applicable state and federal laws.
- Receives checks and cash for deposit, verifies amount and examines checks for endorsement.
- Cashes checks and pays out monies after verification of signatures and customer balances.
- Enters customer's transactions into computer to record transaction and issues computer generated receipt.
- Place holds on deposits for uncollected funds.
- Balances currency, coin and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen and teller tape.
- Responsible for adherence to bank operational compliance and security policies and applicable state and federal laws.

Qualifications:

- Position requires previous new accounts experience (opening checking/savings accounts, IRA's and CD's), combined with excellent customer service skills.
 - Must be comfortable in a sales and service atmosphere.
 - Successful candidates will have a minimum of 1 year cash handling experience.
 - Prior teller experience is a definite plus.
 - Position may require occasional support and travel to the Denver Metro Area.
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To Apply

Complete and submit a signed copy of the electronic application to Human Resources by e-mail or fax at:

E-mail: jobs@bankofchoice.net

Fax: 1-877-774-7888

3780 West 10th Street • Greeley, Colorado • 80634 • Phone: 970-352-6400



Please include a copy of your resume if available when submitting your application.

Applications can be found at www.bankofchoiceonline.com

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Bank of Choice participates in E-Verify, a Federal Program that helps to certify that employees are eligible to work in the United States.