

Posting Date: May 9, 2018

Position: Full-Time Teller for Dallas Location

Reports to: Tony Stephenson

Location: Dallas, TX

Summary of Primary Duties/Responsibilities:

Vista Bank is currently seeking a full-time teller for our Dallas branch. A teller serves as the face of Vista Bank and is often the most important public relations person. As a teller, position duties/responsibilities include:

- Greeting customers and patrons by lobby or phone
- Processing customer (personal and commercial) deposits/ withdrawals
- Handling customer night drop/ mail deposits (personal and commercial)
- Maintaining and consistently balancing all incoming/ outgoing currency
- Processing all transactions to our operations center on a daily basis
- Recording and retention of multiple files and documents
- Developing relationships with our customers through outstanding customer service
- Compliance with all company and banking regulations
- Other duties as assigned

This Position requires:

- Great personal and communication skills
- Ability to work well with fellow employees and customers
- Willingness to work in a fast-paced environment
- Positive attitude and great work ethic
- Ability to use office equipment, including computers
- Ability to speak and hear
- Clarity of corrected vision at 20 inches or less for normal duties
- Clarity of corrected vision at 20 inches or more for security purposes
- No visible tattoos or body piercings except conservative ear piercings
- Reliable transportation
- Must meet minimum credit standards and pass a criminal background check
- Only applicants that have consented to a background and credit check will be considered

Contact any Vista Bank location for an application.

Completed applications should be delivered in person to:

5840 W. Northwest Hwy • Dallas, TX 75225

Please direct inquiries to Brenda Zavala at bzavala@vistabank.com