



**Posting Date:** February 6, 2019  
**Position:** Part-Time Teller for Lubbock locations  
**Reports to:** Lobby Manager/Head Teller  
**Location:** Lubbock, TX

**Summary of Primary Duties/Responsibilities:**

Vista Bank is currently seeking a part-time teller for our Lubbock branches. 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:**

- High School Diploma or GED or equivalent, college preferred
- Banking experience or minimum six months of customer contact with cash handling experience preferred
- 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 4621 50<sup>th</sup> Street, Lubbock, Texas.

Please direct inquiries to Desiray Schovajsa at (806) 771-9500.

VISTA BANK IS AN EQUAL OPPORTUNITY EMPLOYER OF WOMEN, MINORITIES, PROTECTED VETERANS, AND INDIVIDUALS WITH DISABILITIES