



Posting Date: November 13, 2018
Position: Part-Time Teller for Plainview location
Reports to: Lobby Manager/Branch Manager
Location: Plainview, TX

Summary of Primary Duties/Responsibilities:

Vista Bank is currently seeking an experienced, part-time teller for our Plainview 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:

- High School Diploma, GED or equivalent
- Banking experience or minimum six months of customer contact with cash handling experience
- 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

Vista Bank offers a competitive benefits package including paid bank holidays.

Contact any Vista Bank location for an application. Completed applications should be delivered in person to 3000 Olton Rd, Plainview.

Please direct inquiries to Gracie Padilla at (806) 296.6000

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