



United Valley Bank is seeking a qualified applicant to fill the position of Full-Time Teller in Cavalier, ND.

JOB DESCRIPTION

The Teller will complete deposits, withdrawals, and other financial interactions while providing excellent customer service to all customers.

DUTIES/RESPONSIBILITIES:

- Cashes checks and disburses funds after verifying signatures and sufficiency of funds to support withdrawals.
- Accepts deposits, confirming accuracy of transaction.
- Prepares, verifies, and issues bank drafts.
- Enter transactions in the bank's recordkeeping system, recording all transactions and producing customer receipts.
- Evaluates checks to verify endorsements, dates, identification of persons receiving payments, bank names, and overall legality of the documents.
- Identifies and capitalizes on opportunities to promote new banking services.
- Calculates daily transactions using appropriate technology.
- Balances all monies in cash drawers at the end of shifts.
- Maintains a work area that ensures the safety of all negotiables and confidential records.
- Prepares currency for deposit or shipment to correspondent bank.
- Orders a cash supply to meet daily needs.
- Performs other related duties as assigned.

REQUIRED SKILLS/ABILITIES:

- Excellent verbal communication skills.
- Excellent math skills.
- Trustworthiness and the ability to act with integrity.
- Thorough understanding of customer service.
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EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent required.
- Previous experience working directly with the public is preferred.

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 15 pounds at times.
- May need to stand for long periods of time.

Job Title/Location: Full-Time Teller • Cavalier, ND • 701.265.8331

Employment Application: visit <https://www.uvbank.net/careers/>

Submit Resume to: Market President • Chris Burgess cburgess@uvbank.net • 211 Division Ave S • PO Box 170 • Cavalier, ND 58220

Dated: August 2, 2024

United Valley Bank is an equal opportunity employer.