

CAREER OPPORTUNITY NOTICE

The **Westside Branch** is now accepting job applications from qualified individuals for the following position:
Deposit Services Representative I – Full Time

Department: Westside Operations

Contact: Teresa Maples, AVP/Client Services Manager (x4130)

Position Description: Process commercial cash vault transactions including filling cash orders and/or accepting and verifying large volume deposits including coin, currency, and checks. Ensures all deposits received for processing are credited or processed in accordance with the custody control guidelines, banking regulations and Department procedures. Operates a variety of high-speed equipment including, but not limited to, currency counters and coin sorters. Processes currency or coin orders and incoming deposits for corporate customers. Receives and ships currency and coin via armored carriers.

Responsibilities:

- Receives, verifies, and processes customer deposits from an armored car service, third party courier service or in-house couriers
- Maintain control and accountability for currency and coin received until sold to the vault
- Provide exceptional customer service while processing over the counter transactions and responding to in-person and telephone customer requests and inquiries
- Manage acceptable cash balancing/cash control records to meet all Bank guidelines
- Ensure financial transactions are completed accurately and efficiently, while complying with all policies, procedures, and regulatory banking requirements
- Retain good knowledge of operations procedures, bank products and services and all applicable regulations
- Must have the ability to work in a confined space for long periods of time
- Work between deposit center and branch if necessary
- May be asked to lift up to 50 pounds
- Perform miscellaneous duties as assigned

Desired Skills:

- Demonstrated customer service skills
- Detail-oriented with an ability to follow procedures
- Excellent interpersonal communication and problem-solving skills
- High school diploma or equivalent
- BSA knowledge
- Teller training and at least six (6) months of cash handling experience preferred

Contact Teresa Maples if:

- You are interested in the position, and meet the qualifications
- If you know a qualified individual who may be interest in a career at The Bank of Hemet
- You have any questions or would like additional information about the position
- Please submit internal applications to HR at the Riverside Branch

The Bank of Hemet is an Equal Employment Opportunity Employer