



Community Bank of Santa Maria

Home of "Santa Maria Style" Banking®

JOB POSTING

POSITION TITLE: Customer Service Representative/Teller – Full time

DEPARTMENT: Operations

REPORTS TO: Operations Officer/Operations Specialist

Job Duties:

Perform daily tasks related to the following:

- Handles daily deposits for checking and savings accounts and accepts payments.
- Accepts stop payment requests and address changes, distributing to the proper personnel for processing.
- Processes night deposit and mail-in deposits.
- Sells cashier's checks, and offers other Bank services when appropriate.
- Maintains proper cash level in drawers, keeps cash secure, and maintains a level of safety for the Bank.
- Assist with certifications.
- Verify cash turn-in under dual control; balance vault under dual control.
- Has direct responsibility to maintain a harmonious and cooperative work environment with all employees at all times.
- Performs other tasks requested by supervisor as they relate to the Bank and its functions.
- Adhere to all company policies and procedures.
- Will follow BSA and Compliance guidelines.
- All other duties as requested by management.

Minimum Requirements:

- High School diploma or general education degree (GED).
- Prior cash handling experience preferred.
- Must be able to perform all over-the-counter customer services.
- Must exercise accuracy, alertness, good judgment, courtesy, tact, and patience.
- Maintain confidentiality of Bank and customer records and transactions.
- Ability to balance cash and have basic mathematical competency.
- Ability to monitor own work to ensure quality and possess organizational skills.
- Strong interpersonal skills and written/oral communication skills; able to deal effectively with a variety of people.

Salary Range: \$19.00 to \$25.00 Hourly

Your actual base salary will be determined on a case-by-case basis and may vary based on the following considerations: job-related knowledge and skills, education, and experience.

At the time of hire, and as a condition of employment, applicant must comply with a background screening.

Send resume to HR@yourcbsm.com