

## Universal Banker I

This position is responsible for all front line customer service requests, which include but are not limited to teller transactions, maintenance requests, wire requests and daily branch operational duties.

### Position responsibilities will include the following:

- Accept checks for cash and processes withdrawals, processes customer deposits, issues negotiable instruments, places holds as necessary, generates customer receipts and follows all bank policies and procedures and transaction handling guidelines.
- Assist with the ongoing client support of bank products and services delivery channels such as online banking, cash management products, remote deposit and mobile deposit
- Provide a high level of customer service to ensure that each client receives a good experience during their interaction.
- Run and maintain a teller draw and process client deposits, withdrawals and other client transactions as requested.
- Assist with the processing and balancing of wire transfers
- Ensure all appropriate policies and procedures are followed during daily tasks
- Complete retail operations functions as instructed
- Other duties as assigned

All candidates must be comfortable receiving ongoing performance feedback. Ability to work in team oriented environment moving toward common and individual goals. Excellent interpersonal skills in order to effectively communicate with customers and teammates maintaining high service standards. Strong attention to detail in order to maintain cash drawer and adhere to all bank policies and guidelines. Ability to recognize and refer cross sell opportunities that strengthen customer/bank relationship

**EXPERIENCE:** Prior teller experience required

**SALARY:** Up to \$40,000 annual starting salary (depending on experience)

**EDUCATION:** High School diploma and 2 years prior experience in banking

**SKILLS:** Desire and willingness to learn; continuously seek self-improvement and must

Location: Phoenix, Arizona

Candidates please contact Frank Smith at 602.280.9415, or email resumes to [fsmith@republicaz.com](mailto:fsmith@republicaz.com).

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