

TELLER - COVINA

Position: TELLER - PART TIME
Location: COVINA
Job Code: CCTELptCOV
Rate of Pay: \$9.62 – \$12.26 PER HOUR (D.O.E.)
Days: MONDAY – FRIDAY
Hours: 30 HOURS PER WEEK Monday – Thursday 10:30 A.M. – 4:30 P.M.
Friday 8:00 A.M. – 4:30 P.M.

If you are looking for a dynamic, growth-oriented bank environment with a strong customer service orientation, you may want to consider working for **Kaiser Federal Bank**. We are a progressive, community focused Southern California based financial institution, offering benefits that include: Medical; Dental; Life; 401(k); ESOP; Tuition Reimbursement and Flexible Spending Accounts.

MAJOR AREAS OF RESPONSIBILITY

OPERATIONS

Follow all written procedures established to perform the functions of this position. Accept deposits and loan payments for credit to customers' accounts. Cash checks as required and process withdrawals. Verify account balances, transactions and endorsements. Negotiate transactions within assigned limits as approved by Management. Obtain supervisor approval for processing transactions that exceed assigned limits. Issue cashier's checks, traveler's cheques, temporary checks, corporate checks and stop payment orders. Balance cash and negotiables. Prepare Verification of Deposit Forms. Report any discrepancy between actual duties performed and written policies and/or procedures to Branch/FSC Management. Maintain security of assigned cash, keys and negotiable instruments. Participate in the testing of alarm/security devices on a quarterly basis.

QUALIFICATIONS

1. One year of cash handling experience.
2. Good verbal and written communication skills.
3. Basic mathematical skills.
4. Keyboard skills and knowledge of standard office equipment.

To apply, send resume, cover letter and **salary history** to:

KAISER FEDERAL BANK
Attention: HR-CCTELptCov
P.O. Box 6107
Covina, CA 91722-5107
FAX – 626-858-5745 or E-MAIL – jobs@kaiserfederal.net
EOE