

Chino Commercial Bank is looking for an experienced and qualified applicant to fill a New Accounts Representative position. The candidate must have two years banking experience, both New Accounts and Teller, and possess excellent customer service and sales skills. This is a full time benefited position.

The position of New Accounts is required to be fully knowledgeable and skilled in the areas of new accounts, both business and consumer, teller, vault, safe deposit and branch operations. The position of New Accounts is also responsible for performing routine and intermediate branch and customer services duties; accepts retail and commercial checking and savings deposits; processes loan payments; cashes checks and savings withdrawals; assists with night depository duties; promotes business for the Bank by maintaining good customer relations and referring customers to appropriate staff for new services. This position is expected to provide leadership, training and support to less experienced tellers and other staff members. The New Accounts Representative must maintain compliance within audit, internal controls, security, BSA, and CTR standards.