

Chino Commercial Bank is seeking a qualified candidate to fill our Personal Banker position at our Upland Branch. Excellent customer service and communication skills required.

### Summary

The candidate must have two years banking experience, both in opening New Accounts and Teller, possess excellent customer service and sales skills, and an individual who is friendly, smart and ambitious. This is a full time benefited position.

The position of New Accounts is required to be fully knowledgeable and skilled in the areas of opening 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.

### Essential Duties

1. Works with the Manager on Sales programs to generate new business.
2. Works to achieve specific goals in the assigned sales programs.
3. Open new accounts, both business and personal by assigning account numbers; completes forms requiring customer signature(s); checks Chexsystem history; accepts initial deposits; prepares all documents and items pertaining to business and personal checking accounts, savings accounts and certificates of deposit for processing.
4. Meet with customers or potential customers to discuss personal financial and business banking needs.
5. Answer questions and provide recommendations and business solutions.
6. Cross sell appropriate banking products and services to prospective customers, promoting business for the Bank.