

JOB DESCRIPTION

<p>Job Title: New Accounts Representative Organization Segment: Young Americans Bank Reports to: Operations Officer Status: Hourly/Non-Exempt</p>

Position Summary:

Employees in this position open new accounts for young people. Teach youth up to 21 years of age basic financial skills. Employees in this position also learn how to perform certain processing functions associated with Backroom operations.

Position Responsibilities:

Learns how to perform all of the following essential functions:

- Responsible for learning and following all bank policies and internal control procedures relating to the new accounts area.
- Verify new accounts and provide client information to reception desk for customer new account letter
- Scan accounts to Nautilus
- File new accounts and pull closed accounts
- Provide instruction and guidance to customers and prospective customers on banking and program services at the appropriate level.
- Keep work areas organized and stocked
- Open savings, certificate of deposit and checking accounts.
- Handle coin machine transactions, including end of day balancing.
- Assist with wrap up of the daily work each night.
- Assist with research requests.
- Perform other duties as assigned.

Knowledge, Skill & Ability:

- Fundamental math skills.
- Knowledge of computer programs such as Microsoft, Word and Excel.
- Ability to carry out assignments effectively and in a timely manner.
- Ability to communicate effectively, both orally and in writing with children and adults.
- Ability to demonstrate proficiency in financial procedures.
- Strong organizational skills and ability to multitask.
- Ability to exercise attention to detail.
- Must be at least 16 years old

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.