

INCOMMONS BANK

Position(s) Available

Location(s): Mexia, Texas

Summary

This position(s) will perform Teller, New Accounts and Bookkeeping duties.

- **Greet customers as they enter the bank**
- **Provide customer service for all customers**
- **Cash checks, take deposits, loan payments**
- **Issue money orders, cashier's checks and Visa gift cards**
- **Cash advances**
- **Balance Cash drawer, vault, ATM**
- **Open New Accounts**
- **Assist customers with safe deposit boxes**
- **Issue ATM/Debit Cards**
- **General Bookkeeping Duties**
- **Proof Work**
- **ATM Card Maintenance**

Qualifications

- **Professional, friendly team player**
- **Excellent customer service**
- **General computer skills**
- **Must have high school diploma or equivalent**
- **Minimum 1-5 years sales or banking experience**
- **Acceptable credit and background check**
- **Bilingual a plus**

Physical Demands

- **Lifting Coin up to 50 lbs.**

For complete job description or for application:

Go to www.incommonsbank.com and click on Careers

Submit resume by email to tcordova@incommonsbank.com or

in person to Traci Cordova in Mexia, Texas

301 E Commerce Street 254-562-3821

Incommons Bank, N.A. is an equal opportunity employer.