

**Posting Date:** June 17, 2021  
**Position:** Personal Banker  
**Reports to:** Banking Center Manager  
**Location:** Dallas, TX



### **Summary of Primary Duties/Responsibilities:**

Vista Bank is currently seeking a full-time Personal Banker for our Dallas branch. A Personal Banker serves as the face of Vista Bank and is often the most important public relations person. As a Personal Banker the position duties and responsibilities include:

- Greeting customers and patrons by lobby or phone
- Processing customer (personal and commercial) deposits/ withdrawals
- Handling customer night drop/ mail deposits (personal and commercial)
- Maintaining and consistently balancing all incoming/ outgoing currency
- Processing all transactions to our operations center on a daily basis
- Recording and retention of multiple files and documents
- Developing relationships with our customers through outstanding customer service
- Ensures compliance with all applicable company policies and banking regulations

### **This Position requires:**

- High School Diploma or GED or equivalent, college preferred
- Banking experience or minimum six months of customer contact with cash handling experience preferred
- Great personal and communication skills
- Ability to work well with fellow employees and customers
- Willingness to work in a fast-paced environment
- Positive attitude and great work ethic
- Ability to use office equipment, including computers
- Ability to speak and hear
- Clarity of corrected vision at 20 inches or less for normal duties
- Clarity of corrected vision at 20 inches or more for security purposes
- No visible tattoos or body piercings except conservative ear piercings
- Reliable transportation
- Must meet minimum credit standards and pass a criminal background check
- Only applicants that have consented to a background and credit check will be considered

Contact any Vista Bank location for an application.

Completed applications should be delivered in person to  
5840 West Northwest Highway • Dallas, TX 75205 or emailed to [hr@vistabank.com](mailto:hr@vistabank.com)

Please direct inquiries to Maddie Salyer at (214)416-8300

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Vista Bank reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. Vista Bank is an affirmative action/equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, natural origin, sex, age, status as a protected veteran, among other things, or status as a qualified individual with disability.*