



**United Valley Bank** is seeking a qualified applicant to fill the position of Part Time Universal Banker I in Grand Forks, ND.

**Job Summary:**

The **Part Time Universal Banker I** is a front-line face of the company that will complete deposits, withdrawals, and other financial interactions while providing excellent customer service to all customers.

**Supervisory Responsibilities:**

- None.

**Duties/Responsibilities:**

- Cashes checks and disburses funds after verifying signatures and sufficiency of funds to support withdrawals.
- Accepts deposits, confirming accuracy of transaction.
- Prepares, verifies, and issues bank drafts.
- Enters transactions in bank's recordkeeping system, recording all transactions and producing customer receipts.
- Evaluates checks to verify endorsements, dates, identification of persons receiving payments, bank names, and overall legality of the documents.
- Identifies and capitalizes on opportunities to promote new banking services.
- Calculates daily transactions using appropriate technology.
- Balances all monies in cash drawers at the end of shifts.
- Comply and understand the related laws and regulations; specifically the Bank Secrecy Act, Privacy and Confidentiality Policy and Funds Availability Policy.
- Maintains a work area that ensures the safety of all negotiables and confidential records.
- Prepares currency for deposit or shipment to Correspondent Banks.
- Orders a cash supply to meet daily needs.
- Demonstrates a helpful and friendly attitude.
- Performs other related duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal communication skills.
- Excellent math skills.
- Trustworthiness and the ability to act with integrity.
- Thorough understanding of customer service.

**Education and Experience:**

- High school diploma or equivalent is required.
- Previous experience working directly with the public is preferred.

**Physical Requirements:**

- Must be able to lift up to 15 pounds at times.
- May need to stand for long periods of time.

**Job Title/Location:** Part Time Universal Banker I • Grand Forks, ND • 701.780.9757

**Employment Application:** visit <https://www.uvbank.net/careers/>

**Submit Resume to:** Market President • Jared Davidson [jdavidson@uvbank.net](mailto:jdavidson@uvbank.net) • 2718 S Columbia Rd • Grand Forks, ND 58201

**Dated:** December 20, 2024

United Valley Bank is an equal opportunity employer.