



Universal Banker

Paygrade: \$22.00 to \$26.00 per hour

Locations: Temecula, CA

Who We Are: Genesis Bank is a California-chartered commercial bank organized by a group of highly experienced successful bankers and business professionals.

Why Genesis Bank? At Genesis Bank, you will have an opportunity to make an impact and play a key role in developing and delivering on the Bank's empowering mission of providing innovative and solution-oriented products and services to its clients, all while uplifting the communities the Bank serves and beyond. Our comprehensive health, dental, and vision benefits for eligible employees are available on your first day, 401k matching, flexible time off, competitive salary, and paid federal holidays.

Duties and Responsibilities: Universal Banker is responsible for providing new account services, client assistance, and a variety of regular and recurring operational functions. Promote business by offering clients and prospects appropriate products and services, while providing the client and excellent experience. Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations.

- Opens new accounts for businesses and consumers by ensuring proper documentation and identification; maintains existing accounts of all types and closes accounts as needed.
- Maintains teller drawer and conducts client transactions.
- Provides excellent client service, including (but not limited to) answering inquiries and recommending solutions to resolve client issues.
- Maintains client files in order and scans supporting documents to core system.
- Performs all new account opening functions.
- Assists in training new office staff.
- Maintains strong client relationships through regular contact, including initiative-taking outreach.
- Works collaboratively and effectively with all departments to ensure appropriate client solutions with the bank's policy and procedural guidelines.
- Assists with other operational tasks.
- Identifies opportunities to cross-sell bank products and services and generate referrals to internal and approved external business partners.
- Reviews and verifies daily reports.
- Typical business hours are Monday through Friday, between 8:00 a.m. and 5:00 p.m.

No Supervisory responsibilities.

Qualifications & Expectations

- High School Diploma, Associate or Undergraduate college degree, or equivalent banking experience, with an emphasis business banking or retail banking.
- One to three years of general banking experience, with an emphasis on branch sales and operations.
- Ability to interact with all levels of management and team members.
- Comprehensive understanding of general banking compliance regulations, BSA, and laws.
- Comprehensive understanding of retail banking activities, products, and services.
- Ability to routinely participate in Bank required training (hosted or self-directed), and pass with satisfactory scores, tests or assessments associated with such training.

- Excellent verbal and written communication skills/Effective listening skills/Excellent organizational skills and attention to detail
- Proficient with Microsoft Office Suite, Fiserv.

We offer a highly desirable work environment with committed banking professionals who value teamwork and collaboration.

INSTRUCTIONS FOR APPLICANTS

Thank you for your interest in working with Genesis Bank! If you would like to apply for this position, please email kwiesinger@mygenesisbank.com a copy of your resume.

EQUAL OPPORTUNITY EMPLOYMENT

Genesis Bank is an Equal Opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religious creed, color, sex (including pregnancy, breast feeding and related medical conditions), gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship status, military and veteran status, marital status, age, protected medical condition, genetic information, physical disability, mental disability, or any other protected status in accordance with all applicable federal, state and local laws. All offers for employment with Genesis Bank are contingent upon the candidate having successfully completed a criminal background check. Genesis Bank will consider qualified candidates consistent with the requirements of applicable local, state, and Federal law, including Section 19 of the Federal Deposit Insurance Act.

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