



**Ponce Bank®**

## Intern Work Assignment

**Position:** Bank Teller

**Reports to:** Banking Operations Manager

**Location:** NYC (Bronx & Manhattan area)

**Hours:** Part-Time within Branch Business operation hours:

Monday – Thursday 9:00 am to 4:00 pm, Friday 9:00 am to 6:00 pm & Saturday 10:00 am to 1:00 pm

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### Responsibilities

Processes all paying and receiving transactions and performs cash vault activities in an accurate and timely manner.

### Essential Functions

1. Processes account transactions effectively.
2. Provides excellent customer service; helps resolve customer concerns in a timely fashion.
3. Responds to customer inquiries (in person, by phone or email) with appropriate follow up or escalation.
4. Examines negotiable items (checks, money orders, etc.), determines proper funds availability based on regulatory requirements and completes hold notices.
5. Reviews client's profile and identifies opportunities to make referrals to platform personnel.
6. Balances cash draws daily, assuring proof of cash vault and maintaining appropriate level of cash.
7. Provides daily proof and service to ATMs, ensuring that they are properly supplied.
8. Completes and maintains assigned reports and logs.
9. Actively participates in community activities.

### Skills

- Business related majors
- Clearly communicates in English and Spanish is helpful;
- Proficient reading, writing, grammar, and mathematics skills;
- Proficient interpersonal relations and communicative skills;
- Moderate PC skills, including working knowledge of Microsoft Office software.

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**Disclaimer:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

### EQUAL EMPLOYMENT OPPORTUNITY

The policy of Ponce Bank is to provide equal employment opportunity to all applicants and employees without regard to race, color, religion, sex, age, genetic information, national origin, handicap or disability, citizenship, and any other class protected by federal, state or local law. Ponce Bank will affirmatively seek to advance the principles of equal employment opportunity. The Bank will take affirmative action to insure applicants and employees covered under Executive Order 11246, as amended, the Rehabilitation Act of 1973 and/or the Uniformed Services Employment & Re-employment Act are not discriminated against because of their race, religion, sex, national origin or handicapping conditions.

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**Application Deadline:** Immediate

**Expected Start Date:** September 2018

**Interested applicants should forward resume and cover letter to the HR Department Email:**  
[recruitment@poncebank.net](mailto:recruitment@poncebank.net)