

Great People, Great Benefits, Great Career Opportunity!



*Golden Pacific Bank is a nationally-chartered community bank, wholly owned by Golden Pacific Bancorp and headquartered in midtown Sacramento, with branches in Sacramento, Yuba City and Live Oak. We are proud of our 25-year history of serving the needs of commercial businesses and individuals. We offer business and personal accounts to accommodate our customers, as well as a wide variety of lending products and merchant services for our customers. GPB ranks in the top community banks for its size in the greater Sacramento area, providing needed capital and services to small- and medium-sized businesses. We are a true community bank that believes in excellent customer service closely tied to financial well-being of the local community.*

Golden Pacific Bank, NA  
1409 28<sup>th</sup> Street  
Sacramento, CA 95816

Website

[www.goldenpacificbank.com](http://www.goldenpacificbank.com)

Equal Opportunity  
Employer

## JOB ANNOUNCEMENT

### Teller – Sacramento

Golden Pacific Bank seeks an energetic and professional candidate to fill our full time Teller position at our Sacramento Branch.

#### Essential Functions

- Exceeds client expectations in terms of accuracy, efficiency, courtesy and professionalism
- Process routine to complex client transactions. i.e. deposits, transfers, wires, check cashing, etc.
- Provides ongoing relationship servicing with existing clients
- Employee is responsible for adherence to all compliance programs and the completion of all required and assigned training by established due dates
- Employee is responsible for understanding their duties and responsibilities as it relates to the Bank Secrecy Act, (BSA), Anti-Money Laundering Act (AML) and Office of Foreign Assets Control Regulations (OFAC). This includes understanding any responsibilities outlined under the Bank's BSA/ OFAC Program, participating in any required training and promptly complying with all reporting requirements
- Must have working knowledge and understanding of all bank products and services
- Supports the achievement of branch sales goals and objectives
- Generates new business to assist meeting established production and profitability goals of the branch
- Needs Based Selling: Proactively promotes, cross sells and refers products and services as appropriate to meet our client's financial needs
- Prepares and compiles new account applications and required information to open new accounts for both business and consumer prospects/clients
- Refers client opportunities to internal and external sales partners to meet client financial needs
- Responds to clients inquiries and requests regarding accounts
- Perform other duties as assigned

#### Proficiencies / Education & Experience

- Requires exceptional interpersonal skills, a drive to continuously improve and grow, good communication, attention to detail, and works well as part of a team. Must have the ability to take initiative and successfully prioritize tasks, good time-management, organizational, and problem-solving skills. Excellent work ethics including the ability to maintain confidentiality of sensitive information, honesty, punctuality, and accuracy. Proficient in the use of Microsoft's suite of office products.
- High school diploma or GED required.
- Prior banking experience preferred but not required.
- Bilingual candidates encouraged to apply.

Duty station is Sacramento Branch  
Reports directly to Branch Manager  
Full-time position

Competitive compensation based on experience level  
Full range of employee benefits

Qualified candidates should respond by submitting a cover letter and resume to:

[cboessenecker@goldenpacificbank.com](mailto:cboessenecker@goldenpacificbank.com)