



DEVELOPMENT BANK OF AMERICAN SAMOA

EMPLOYMENT OPPORTUNITY

Position: Teller

Salary: \$15,748.10-\$21,216.00

PRIMARY RESPONSIBILITIES AND BASIC DUTIES

1. Receives all cash receipts for loan repayments from customers in the form of a check or cash.
 2. Inputs cash receipts in the system and excel spreadsheet.
 3. Refers customers' concerns to appropriate personnel.
 4. Accepts miscellaneous payments for deposit(s)
 5. Balances cash against the receipts at the end of each business day.
 6. Maintains a spreadsheet of teller-work for reconciling purposes.
 7. Keeps an inventory of checks in vault.
 8. Monitors the inventory of deposit bags and reports for refill.
 9. Prepares cash audit reports for verification at the end of each day's work.
 10. Performs the cash count for teller cash in the morning and out the evening with the assigned vault/cash safe personnel.
 11. Files and maintain the filing system for finance.
 12. Perform any other tasks assigned.
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QUALIFICATIONS

EDUCATION/EXPERIENCE: Associates (AS) in Accounting or Associates (AS) in Business Management or high school diploma with (1-2) years' experience.

SKILLS/ABILITIES: Familiarity with basic bookkeeping procedures.
Good typing skills.
Attentiveness to detail and accuracy
Willing to assist and work with others.
Able to use computer applications, adding machine, and telephone.

Applications are available online at www.dbas.as or at the main office Development Bank American Samoa located in Pago Pago. Submit a completed application with a current resume and valid local photo identification. **The deadline to apply is April 21, 2025, or until filled.** For more information contact DBAS office at 633-4031.