



Deposit Services Representative I

Hemet – Westside

HCN Bank is dedicated to providing exceptional banking services with a focus on customer satisfaction and technological innovation. Join our team and contribute to a dynamic and supportive environment where your skills can thrive.

Position: Deposit Services Representatives I

Department: Operations

Reports to: Danielle Davis - VP Client Service Manager

Type: Part-Time

Pay Range: \$20.00/hr - \$22.00/hr

Posted Date: 10/20/2025

Job Summary: As a Deposit Services Representative, you will support daily operations by processing commercial cash vault transactions, including deposits and change orders. This role requires a high level of accuracy, attention to detail, and customer service as you handle large volumes of currency, coin, and checks. You will also provide in-person and telephone support, helping ensure secure and efficient deposit operations.

Key Responsibilities:

- Process customer deposits from armored car services, couriers, and internal sources.
- Verify and prepare large-volume coin, currency, and check deposits with high-speed equipment.
- Fulfill and ship coin and currency orders for corporate clients.
- Maintain control and accountability for all cash and coin transactions in accordance with custody control procedures and bank regulations.
- Provide outstanding customer service by responding to in-person and telephone inquiries.
- Accurately complete over-the-counter transactions while maintaining compliance with all policies and procedures.
- Balance daily cash totals and maintain proper documentation.
- Move between deposit center and branch operations as needed.
- Lift and carry up to 50 pounds as required.
- Perform additional operational duties as assigned.

Qualifications:

- **Experience:** Minimum 6 months of cash handling experience preferred.
- **Education:** High school diploma or equivalent.
- **Skills:**
 - Strong attention to detail and ability to follow operational procedures.
 - Effective customer service and communication skills.
 - Comfort working in a physically secure, confined space for extended periods.
 - Basic computer skills and familiarity with Fiserv Premier or similar banking software.
 - Ability to lift coin and currency bags up to 50 pounds.
 - Flexible and dependable with a professional attitude.

Why Join HCN Bank? At HCN Bank, we know that in order to support our customers and provide for our shareholders, we first must support and provide for our employees. We encourage a collaborative work environment and empower our employees to take ownership of the Bank's success and growth.



We are committed to the growth and progress of our employees. The Bank has an education assistance program offering tuition assistance, invests in our employees' future through an Employee Stock Ownership Plan, and matches a portion of their 401K contributions. We also pay a portion of employees and dependent healthcare premiums.

At HCN Bank, we believe in a healthy work-life balance and provide generous vacation and sick time to ensure our employees can recharge and take care of themselves and their families. Over half our employees have been with us for over 5 years, with one-third exceeding 10 years of service. We treat our employees to annual events such as summer picnics, holiday parties, and recognition events to show our appreciation for their hard work. Our team members are the driving force behind the Bank's success, and our benefits program is our way of giving back.

Although we think we've built something special, we are always looking for ways to make the Bank an even better place to work. We hope you will consider being a part of our journey.

Apply Now: Submit your resume and cover letter to hrjobs@hcnbank.com.

HCN Bank is an Equal Opportunity Employer.