



## Seasonal Bank Teller Position March 2023

We are looking for **Bank Tellers** to assist us with the facilitation of the Show Bank that operates during BBQ Austin and Rodeo Austin in March. The Rodeo Austin Show Bank is the vehicle by which all funds pertaining to the Fair & Rodeo are channeled to their appropriate destinations. This is an opportunity to take on the challenge of working in a fast-paced, customer-driven non-profit, in an environment that is exciting, motivating, challenging and fun!

This is a short-term paid position in March of 2023. The term is from March 3<sup>rd</sup> – March 5<sup>th</sup> and March 10<sup>th</sup> – March 25<sup>th</sup>. There are three available shifts on each of these days. Shift 1 is from 6:30am–12pm, Shift 2 is from 11:30am–6pm and Shift 3 is from 5:30pm–12:30am. The pay rate is \$15 per hour. The expected commitment will be to work the same shift each day for the duration of the event (flexibility upon request).

### Who We Are:

Since 1938, Rodeo Austin has been a mission with a rodeo that has brought heritage and entertainment to our community. We are funded by a month-long real western experience held every March, where Rodeo-goers get to do things they can do nowhere else - including a ProRodeo, one-of-a-kind concerts, a carnival and a livestock show. We are Rodeo Austin, a not-for-profit that provides real experiences and gritty fun to raise millions for Texas kids.

### What You'll Do:

- Proper handling and processing of cash
- Prior to the beginning of each shift, you must count all money and validate the balance in the vaults
- Prepare tills (starting cash) if working Shift 1
- Complete Withdrawal Forms and issue cash to approved list of Rodeo Austin Staff/Committees
- Fill out Change Forms and make change for approved list of Rodeo Austin Staff/Committees
- Prepare a Deposit Form and verify deposits from approved list of Rodeo Austin Staff/Committees
- Prepare Deposit Slips for third party Bank
- Prepare third party Bank Deposits for daily pick up by Armored Car Service
- Log all activity in the Till Log, Deposit Log and Vault Logs
- Balance the Vaults at the end of each shift

### What You'll Need:

- Currently enrolled in an undergraduate program or recently the recipient of a bachelor's degree – Banking/Accounting/Finance programs/degrees a plus
- Cash handling experience a plus
- A strong work ethic with a positive and outgoing attitude
- Detail oriented, neat, and resourceful
- A self-starter mentality with an interest in learning new things and a high level of comfort working in a changing environment
- Ability to remain poised and professional under pressure
- Valid driver's license

**Perks & Benefits:**

- Hands-on, real-life experiences that help you hone your talents
- This is an hourly position. The pay rate is \$15 per hour
- The chance to be part of something bigger – a mission with a Rodeo raising millions for Texas kids

**Not sure if you Qualify?**

That's okay! If you're interested in the role and believe you could be a good fit, we encourage you to apply!

*Rodeo Austin is an equal opportunity employer, and we value diversity. All aspects of employment will be based on merit, competence, performance, and business needs.*

**Please send cover letter, resume, and list of references to:**

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