

Full Time Teller

Job Description

Assess needs and provide assistance to members with transactions promptly, professionally, and accurately. Answer general questions related to online banking, mobile banking, debit cards, etc.

Requirements:

- Excellent interpersonal skills, written and verbal communication skills
- Demonstrates ability to work well within a group setting
- Maintains a positive attitude

Major Duties and Responsibilities:

- Greet members with a smile, make eye contact, and offer to help.
- Maintain a professional and courteous attitude with all people including fellow employees, members, management, board members, and vendors.
- Performs routine member transactions including deposits, withdrawals, cash advances, loan payments, transfers and check cashing, reloadable travel cards, and gift cards.
- Records transactions and prepares currency transaction reports or suspicious activity reports, as needed.
- Promotes and offers credit union products and services, which would benefit the member, while maintaining confidentiality.
- Completes special requests by closing accounts; taking orders for checks; providing special statements, copies, and referrals.
- Reconciles teller cash recycler by proving cash transactions; counting and packaging currency and coins; reconciling loan coupons and other transactions; turning in excess cash and mutilated currency to head teller; maintaining supply of cash and currency.
- Complies with credit union operations and security procedures.
- Completes training in a timely manner, as required.
- Responsible for performing end of day closing one day each week, and alternating Fridays.
- Rotate opening Friday morning at 6 am at least 1 Friday per month.
- Completes other teller line jobs efficiently and timely, as assigned.

Education/Experience

- High school diploma or GED
- Minimum 2 years previous teller experience, required.