

# Full Time Teller

## Job Description

Assess needs and provide assistance to members with transactions promptly, professionally, and accurately. Answer general questions related to home 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 smile, 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 cash drawer 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.
- Completes other teller line jobs efficiently and timely, as assigned.

## Education/Experience

- High school diploma or GED