

Teller

POSITION PURPOSE

Assist credit union members with all teller related functions, including but not limited to account deposits, withdrawals, and transfers. Assumes responsibility for accurate cash and secure check processing and daily balancing procedures. Also assisting the Head Teller, and Teller Supervisor to ensure all department goals are accomplished in accordance with established policies, procedures, and legal requirements. Educates members regarding credit union products and services and ensures professional relationships are established and maintained.

QUALIFICATIONS:

EDUCATION/CERTIFICATION: Associates degree or equivalent combination education/experience.

REQUIRED KNOWLEDGE: A basic knowledge of cash handling and /or retail/teller operations, along with a general knowledge of financial products and services is required.

EXPERIENCE REQUIRED: One year of retail/teller experience, along with customer service and a general knowledge of financial products and services. Licensed Notary – a plus.

SKILLS/ABILITIES: Strong interpersonal skills. Good organizational and problem-solving abilities; solid analytical abilities, along with basic computer skills and understanding of various software applications.