

## **Teller (Full Time)**

### **Summary of responsibilities:**

- Greet and assist members in a professional and accurate manner.
- Perform account services or special requests to members, such as providing account balances, receiving deposits and/or loan payments; processing transfers; exchanging checks; withdrawals; money orders, among other transactions.
- Verify amounts and/or available balances; confirm proper check endorsement and signature, before processing the transaction.
- Promote and cross-sell other bank products by answering inquiries or informing partners of new services and products ascertaining customer needs, and/or by guiding partners to branch adequate representatives.
- Reconciles cash drawer at the end of the shift and compare totaled amounts with proper proof sheet; report any discrepancies to supervisor, as needed.
- Responsible for counting and packing currency and coins; reconciling loan coupons and other transactions; verify excess cash and mutilated currency; maintain an adequate cash and currency supply.
- Ensure a clean, organized and properly supplied area.
- Properly respond members' requests, problems, and/or complaints, and/or direct them to the proper personnel for specific information and assistance.
- Provide routine information on credit union services and/or policies, including eligibility for membership, types of credit union accounts, interest rates, and dividend rates, among others.
- Complies with bank operations and security procedures by participating in all dual-control functions.
- Stay informed on all company policies and procedures affecting job duties and responsibilities; complies with by-laws, regulations and procedures affecting the organization.
- Participates in education, coaching and/or training activities, as needed.
- Perform such other related duties and services assigned, as negotiated with supervisor

### **Education and/or Experience:**

This job requires associate degree or equivalent from two-year College or technical school; or six months to one-year related experience or equivalent combination of education and experience. Additionally, this position requires the following:

- Knowledge and ability to work as a teller.
- Consumer credit administration and/or banking knowledge experience.

Job Type: Full-time

Pay: \$12.01 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance