

TELLER I

Role:

To assist members with their financial transactions, involving paying and receiving cash and other negotiable instruments.

Essential Functions & Responsibilities:

- 55% Receives and processes member financial transactions, including deposits, withdrawals and loan payments; sells money orders and cashiers checks to members; transfers amounts from member accounts as directed; processes Visa cash advances and payments. Post transactions to member accounts and maintain member records.
- Balances cash drawer and daily transactions.
- 10% Welcomes members and provides routine information concerning services and directs members to appropriate department for specific information and service.
- Cross-sells credit union services.
- Performs a variety of miscellaneous tasks including typing, filing, computer input and answering the telephone.
- Other duties as assigned.

Performance Measurements:

- To provide prompt, accurate, courteous, friendly, timely, and professional service to all members.
- To handle a proportionate share of the daily transaction volume.
- To balance cash drawer 100% of the time with no posting errors.
- To cross sell credit union products and services.
- To perform miscellaneous clerical duties in an accurate and timely manner.
- To maintain a professional work environment and businesslike appearance.
- To maintain a dependable record of attendance and timeliness.

Knowledge and Skills:

- Experience Up to six months of similar or related experience.
- Education A high school education or GED.