

<b>Job Title</b>	Teller
<b>Short Description</b>	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.
<b>Full Description</b>	<p>Greet members with a smile, make eye contact, and offer to help.</p> <p>Maintain a professional and courteous attitude with all people including fellow employees, members, management, board members, and vendors.</p> <p>Performs routine member transactions including deposits, withdrawals, cash advances, loan payments, transfers and check cashing, reloadable travel cards, and gift cards.</p> <p>Records transactions and prepares currency transaction reports or suspicious activity reports, as needed.</p> <p>Promotes and offers credit union products and services, which would benefit the member, while maintaining confidentiality.</p> <p>Completes special requests by closing accounts; taking orders for checks; providing special statements, copies, and referrals.</p> <p>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.</p> <p>Complies with credit union operations and security procedures.</p> <p>Completes training in a timely manner, as required.</p> <p>Responsible for performing end of day closing one day each week, and alternating Fridays.</p> <p>Completes other teller line jobs efficiently and timely, as assigned.</p>
<b>Education</b>	High school diploma or GED
<b>Additional Comments</b>	<p>Requirements:</p> <p>Excellent interpersonal skills, written and verbal communication skills</p> <p>Demonstrates ability to work well within a group setting</p> <p>Maintains a positive attitude</p>
<b>Credit Union</b>	ACIPCO Federal Credit Union
<b>State</b>	Alabama
<b>Contact Name</b>	Alison Cooke
<b>Email</b>	acooke@acipcofcu.com
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<b>Fax</b>	
<b>Expiration Date</b>	09/30/2023