

Open Position: Member Service Rep. I (Teller)

Work Location: Main Office (Atlanta – Crown Road)

Reports To: Operations Manager

Department: Branch Operations

Position Status: Full Time (Hourly)

Level: 1

Hourly Starting Pay Range: (\$14.4231 per hour to \$15.3847 per hour)

Job Description

Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, “To help our members achieve financial success by providing exceptional products and service.” Traveling to departments or branches filling in for absent employees.

Duties and Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, “To help our members achieve financial success by providing exceptional products and service.” Provide a variety of payment, withdrawal, and cash deposit services to members.

Duties and Responsibilities

1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises:
2. Assist members with account transactions.
3. Process night deposit transactions, if applicable.
4. Balance ATM cash machine, if applicable.
5. Mail checks to members for accounts being closed.
6. Sell gift cards.
7. Cash U. S. savings bonds.
8. Process Visa payments and cash advances.
9. Maintain teller cash at credit union levels.
10. Balance cash drawer at the end of each day.
11. Scan, audit and index information to member’s files, if applicable.

12. Shred scanned information when auditing is complete, if applicable.
13. Process incoming mail.
14. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position.
15. Other duties as assigned.

Desired Qualifications:

1. Previous cash handling experience.
2. Computer knowledge
3. Must be able to operate a 10-key calculator.

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 20 to 50 pounds.

The requirements for the job listed are general and are not all inclusive. If you have any questions concerning this position, please contact Human Resources.

A credit report is generated and reviewed for all applicants.

How to be considered for this position

If you wish to apply for this position, please email a letter of interest and a resume to HR@apcu.com