

**CHAMPIONS FIRST CREDIT UNION
TELLER I – TALLAHASSEE, FLORIDA
Job Posting**

THE CHAMPION'S CHOICE

Champions First Credit Union, the Champion's Choice, is seeking an ambitious team player who will be a champion for our members and play a leading role in maximizing their financial well-being.

Are you looking for a fulfilling career with a forward thinking, collaborative team where you are not only leading the charge but being coached to reach your full potential? Ready to join our winning team?

[Apply online today!](#)

General Summary

Performs all types of financial transactions, serves members by providing information about the Credit Unions products and services and assists with all processes and procedures related to branch operations.

Essential Functions

1. Perform routine financial transactions, including but not limited to deposits, withdrawals, cash advances, loan payments, purchase of monetary instruments and check cashing according to established Champions First CU policies and procedures.
2. Fully comply with all state and federal regulations governing OFAC, BSA, and FACTA.
3. Evaluate checks for negotiability and apply standardized Check21 procedures when applicable.
4. Open new accounts by performing all necessary system functions and collecting all required documentation.
5. Must have working knowledge of the Shared Branching rules and regulations.
6. Respond to new account and loan inquiries by providing information about Champions First CU products and services.
7. Contribute to branch production by educating members about beneficial products and services.
8. Respond to members' requests, problems and complaints, and/or direct them to the proper person for specific information and assistance.
9. Receive various information pertaining to members' accounts and route to proper department for processing.
10. Assist in all teller department operations, including but not limited to branch balancing, vault balancing, cash management and night deposit management.
11. Balance the vault, various cash equipment such as the coin machine, cash dispense and ATM in addition to ensure the night drop, ATM deposits and mail are all completed on time (same day) and correctly.
12. Report any problems or concerns of the department to the branch supervisor.
13. Maintain an adequate supply and oversee availability of daily cash, traveler's checks, money orders and cashier's checks. Monitor teller inventory and supplies.
14. Responsible for ensuring that branch is meeting documentation expectations and compliance requirements.
15. Must exhibit superior customer service skills and have a desire to contribute to a high functioning team.

NOTE: The list of essential functions is not exhaustive. It may be supplemented as necessary from time to time.

Additional Functions

1. Assist with member complaints & discrepancies.
2. Responsible for Optical Imaging documents in the Teller area.

Job Specifications

1. Professional, well-developed interpersonal skills necessary for servicing Credit Union members and projecting a positive image as representative for the Credit Union.
2. Minimum requirement of a high school diploma or equivalent plus at least 6 months of previous cash handling experience. Other experience and/or performance may be considered.
3. Intermediate mathematical skill required (calculations and concepts involving decimals, percentages, fractions, etc.).
4. This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, printers, filing cabinets and fax machines. Additionally, this job will be required to operate a vault, ATM for balancing process, cash counter, cash advance machine and coin machine.
5. This position requires manual dexterity, the ability to lift files and open filing cabinets and vault doors. Should be able to lift full boxes of work and be able to move full coin bags from the Fed and coin machine. This position requires bending, stooping or standing as necessary.

EEO Statement

Champions First Credit Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Competitive Compensation

We provide market-driven base pay, based on skills, abilities, and level of experience. Our salary ranges are broad, and individual salaries will be market competitive based on a candidate's unique set of skills and level of experience. The starting range for this position is \$15.00- \$15.50. Additionally, we believe that our team members are the reason for our success and all team members are eligible to participate in position specific incentive programs.

Benefits

At Champions First CU we offer a wide range of benefits to our team members and their eligible family members. Some of our great benefit programs you may be eligible for include:

- Medical, Dental and Vision Coverage
- Flexible Spending Accounts
- Life and Disability Insurance

Teller I

- Retirement Savings with Company Match
- Tuition Assistance Program
- Team Member and Family Assistance Program (EAP)
- Paid Time Off and Paid Holidays
- Employee Recognition Program with Rewards