

Job Title	Assistant Head Teller
Short Description	<p>Performs routine member transactions. Provides up to date information to customers.</p> <p>Keeps ATM filled and functional and as needed process night drop and ATM transactions. Performs Head Teller duties such as coordinating, directing and assigning work in the Head Teller's absence. Ensures tellers balance at end of day.</p> <p>Stays up to date on all policy and procedures. Performs related responsibilities as required.</p>
Full Description	<p>Performs routine member transactions to include, but not limited to, deposits, withdrawals, cash advances, loan payments, transfers, and check cashing. Accurately conducts all credit and debit transactions in compliance with regulations and established procedures. Issues official checks, gift cards, or foreign drafts, cash advances, etc. Keeps ATM filled and functional. Processes night drop and ATM transactions as needed. Creates opportunities for serving members by being knowledgeable about the credit union products and services. Identifies cross-selling solutions to assist members with their financial needs and the professional success of staff colleagues. Provides information to members or potential members on credit union services, procedures, or policies, including eligibility for membership, types of credit union accounts, interest rates, current dividend rates, locations, office hours, telephone numbers, etc. Maintains accurate records and proper handling of monetary transactions and balancing of daily work. Implements existing policies, procedures, and systems involving cashiering operations and member services functions. During Head Teller's absence, assists in coordinating, directing, and assigning work; answers Tellers' questions and resolves more complex problems; oversees smooth flow of Teller lines and adequate window coverage. Accountable for staying up-to-date and complying with all federal, state, and Emory Alliance Credit Union policies, procedures, and processes, including the Bank Secrecy Act (BSA) and Office of Foreign Assets Control (OFAC); ensures that each Teller balances at the end of each day and that all monies are secured; balances vault. Performs related responsibilities as required.</p>
Education	High School Diploma or Equivalent
Additional Comments	
Credit Union	Emory Alliance Credit Union
State	Georgia
Contact Name	Tammie Zeigler
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Expiration Date	06/30/2022