

Job Title Part-Time Teller / Member Service Representative

Short Description

Under general supervision but working independently, in compliance with policies, procedures and regulations. Will be responsible for teller operations, duties include accountability for cash handling, negotiable instruments, night depository, processing mail, reconciliation of checks, end of day balancing and will be cross trained on other projects and jobs. Assures that all members, staff, officials, and visitors are treated with consideration and respect and provides exceptional service. Our business hours allow you to have your evenings and weekends free to spend time with family and friends.

FFCU operational hours are Monday - Thursday 8:30 to 4:45, Friday 8:30-5:45.

Full Description

- Service orientated, Self-motivated, leader to provide prompt efficient financial assistance
- Conducts transactions with members in person and via telephone providing credit union information
- Accurately process financial transactions in accordance with Credit Union's teller procedures (i.e., deposits, withdrawals, loan, cashier's checks, ACH, Debit Card and Draft processing)
- Balancing cash drawer and daily transactions
- Cross-sell Credit Union range of products and services to the betterment of our members
- Cross-train all job function within the credit union
- Must demonstrate functional knowledge of the Bank Secrecy Act in addition to other Federal laws

Education

- High School Diploma / GED or higher

Additional Comments

- One year or more teller experience or similar cash handling experiences
- Must be available Monday through Thursday, 8:30 a.m. to 4:45 p.m., Friday 8:30 a.m. to 5:45 p.m.
- Must be organized, self-motivated individual, accurate, detailed, well-groomed clear articulate verbal/written skills
- Requires a high level of professionalism, patience, efficiency, and attention to detail
- Must have the ability to use online computer system, typing ability, familiarity with Microsoft Office
- Strong problem-solving ability
- Ability to organize transactions and accurately handle large sums of money
- Must be extremely dependable

Email resume to: srobbins@fedmontfcu.org

Credit Union Fedmont Federal Credit Union (Montgomery)

State Alabama

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