

Job Title Teller

Short Description Jax Federal Credit Union is seeking Tellers to assist members with their financial transactions promptly and professionally. Involves paying and receiving cash and other negotiable items, identifying opportunities to improve our member's financial well-being by cross-selling credit union products and services, providing WOW service and striving for member satisfaction in every transaction.

Full Description Jax Federal Credit Union is seeking Tellers to assist members with their financial transactions promptly and professionally. Involves paying and receiving cash and other negotiable items, identifying opportunities to improve our member's financial well-being by cross-selling credit union products and services, providing WOW service and striving for member satisfaction in every transaction.

Location: Atlantic Beach Branch, 801 Atlantic Blvd, Atlantic Beach, FL 32233

Status: FT (Approximately 40 hours/week)

Major Duties and Responsibilities:

1. Receives and processes member financial transactions, including but not limited to, deposits, withdrawals and loan payments. Sells money orders and cashier's checks, completes transfers, and redeems savings bonds. Posts ATM and Night Drop deposits. Mitigates risk to the credit union by placing appropriate check holds according to regulations.

2. Cross sells credit union products and services and promotes events and specials. Provides routine account information and services to the limits of assigned authority. Basic file maintenance requests such as address and phone number changes and debit card related requests. May also, refer members to subject matter experts as needed.

3. Other duties as assigned. These may include but are not limited to: branch balancing, coin machine balancing, balancing VISA terminal, dual control functions, and facilitating shared branching transactions.

4. Participate in training and staff meetings.

5. Balances cash drawer and daily transactions.

Knowledge & Skills

Experience:

Six months to two years of similar or related experience working with the public. Cash handling or prior customer service experience preferred.

Education/Certifications/Licenses:

A high school education or GED.

Ten key calculator and computer keyboard by touch. Must be good with detail to deal with numbers and names. Familiarity with MS Word and MS Excel and ability to navigate between multiple windows simultaneously. Interpersonal Skills

Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.

Other Skills:

Active listening
Effective Speaking
Critical Thinking
Problem Solving
Writing
Mathematical Skills
Time Management
Accuracy & Attention to Detail

ADA Requirements

Physical Requirements:

While performing the duties of this job, the employee is regularly

required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Conditions:

The noise level in the work environment is usually moderate. Contact with others, primarily face-to-face or by phone within a small workspace. Works closely as a team with 4-5 co-workers. Candidate should expect repetition of the types of transactions performed daily. May be asked to travel to other branch locations as needs arise.

Mental and/or Emotional Requirements:

Must be able to perform job functions independently and with limited supervision. Must work effectively as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be able to perform basic financial calculations with accuracy. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under stress of deadline, requirements for extreme accuracy and quality and/or fast pace. Must be capable of exercising highest level of discretion on confidential matters.

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not a contract and should not be construed as a guarantee of employment for any specific period of time.

We are an Equal Opportunity Employer and do not discriminate against employees or applicants based on race, color, religion,

sex/gender, national origin, disability, age, or any other category protected by law.

Education	A high school education or GED.
Additional Comments	To apply online, please visit: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9a07bc15-a98c-4ef1-901a-8cb49f5ad6b8&cclid=19000101_000001&jobId=344434&source=C2&lang=en_US
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Expiration Date	11/30/2020