

Full-Time Teller

Credit Union: Jacksonville Postal and Professional Credit Union

Region: Jacksonville, FL

Type: Staff

Contact: Davis Johnston

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Job Description:

- Receive and process member financial transactions, including deposits, withdrawals, and loan payments. Sell money orders and transfer amounts from member accounts as directed.
- Welcome members and provide routine information concerning services. Balance cash drawer and daily transactions.
- Post transactions to member accounts and maintain member records.
- Open deposit accounts, checking accounts and take loan applications.

Experience & Skills Required: Minimum of 6 months cash handling and customer service. Ability to operate a ten key calculator and computer keyboard with high attention to detail. Must possess a friendly and professional demeanor.

Physical Requirements: This is sedentary work which requires the following physical activities: bending, stooping, kneeling, crouching, sitting, walking, finger dexterity, feeling, repetitive motions, and talking, hearing and visual activity. As required or requested, may exert up to 25 pounds of force occasionally and/or a negligible

Education/Experience Required:

- High School Diploma or Equivalent

Additional Comments:

Become a part of the Jacksonville Postal and Professional Credit Union Team!

JPPCU has a rich history of serving our membership since 1929. Our goal is to deliver the highest quality of member service along with products and services designed to satisfy the overall financial needs of our membership.

We offer a competitive 401k, Medical Insurance, and Dental Insurance.