

Job Title Full Time or Part Time Teller

Short Description Pinnacle CU is looking for an energetic individual to join our teller team at our North Ave location. This individual will assist members with all their cash and check handling needs.

Full Description About Us

Pinnacle Credit Union was founded in 1926 under the name Atlanta Teachers Credit Union. We are currently the second oldest credit union in the state of Georgia. Since opening we have grown into a full-service financial institution. Like other credit unions, Pinnacle is a not-for-profit organization; meaning profits are returned to members in the form of better rates on savings, lower interest rates on loans and fewer fees. The credit union is owned by its members and led by the board of directors that is formed from the membership.

Since 2014, Pinnacle Credit Union has undergone major changes to help improve the member experience. Things like online banking, mobile apps, and depositing checks with your phone are all new to the membership. Management and the Pinnacle team continue to work towards improvement - always keeping the membership at the focus of all developments.

Job Description

Summary

Accurately and efficiently process and record routine transactions for Members including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers. Promote and advise on Pinnacle Credit Union's products and services.

Responsibilities:

- Comply and follow Bank Secrecy Act regulations; as well as complete training annually for BSA, OFAC and Elder Abuse.
- Record all transactions promptly, accurately and in compliance with the Credit Unions procedures
- Ensure compliance with all internal controls and established policies
- Post transactions to member accounts accurately and maintain member records/confidentiality
- Cash handling- deposits and withdrawals. Verify for counterfeit currency
- Identify Members, validate and cash checks
- Accept checks and cash for deposit and check the deposit slip for accuracy and verify checks for authenticity and negotiability
- Perform service for Members such as submit request to order checks
- Complete financial transfers
- Receive and process night and mail deposits
- Explain and promote products and services to Members
- Attempt to resolve issues and problems with Member accounts
- Process daily totals and balance currency, coin, and checks in cash drawer. Prove out at the end of the day

- Assist with opening and closing the branch, by following the Credit Unions procedures

Qualifications:

- Prior cash handling experience a must
- Strong interpersonal skills
- Superior customer service attitude required
- Ability to cross-sell products and services
- Computer skills
- Good math aptitude
- Good reading comprehension aptitude
- Good verbal and written communication skills
- Reliable and able to accommodate flexible work schedule
- HS Diploma/GED

Employment type: Full-time or Part Time

Schedule: Monday-Friday, 8:30 am to 5:30 pm

Compensation: Starting pay at \$14 (+ depending on experience)

Full Time Benefit Package

Medical, Dental, Rx, Vision, Life Insurance | 401(K) Retirement Plan

|Paid Time Off

Our office is conveniently located in the center of Midtown Atlanta; one block from Ponce City Market, the Beltline, restaurants, MARTA, and more.

Education	HS Diploma/GED
Additional Comments	
Credit Union	Pinnacle Credit Union
State	Georgia
Contact Name	Tarwana Lowe-West
Email	TarwanaL@pinnaclecu.org
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Expiration Date	08/24/2021