

Job Title	Teller/Member Service Representative (MSR)
Short Description	Serve as a liaison between the member and the credit union. Perform transactional duties to serve members by receiving or paying out funds with high degree of accuracy. Provide account information by phone or in person. Open accounts for members, resolve issues, and professionally handle the members' daily needs.
Full Description	<p>Greet and welcome members to the credit union in a courteous, professional, and timely manner, providing prompt, accurate, and efficient member transactions.</p> <p>Receive share drafts/checks and cash for deposit to accounts, verify amounts, examine share drafts/checks for proper endorsement, and enter deposits into computer records.</p> <p>Cash share drafts/checks and process withdrawals; pay out money after verification of signatures and member balances.</p> <p>Receive mortgage, consumer loan, and other payments, and ensure the payments match balances due. Enter payments into computer. Generate member receipts.</p> <p>Assist with mail or email transactions, when available.</p> <p>Balance cash drawer at the end of the shift and compare totaled amounts to computer generated proof sheet. Research and resolve discrepancies. Report any discrepancies to the supervisor as necessary.</p> <p>Open new accounts and service existing accounts. Set up new account files, and provide members with all necessary information for membership.</p> <p>Handle requests from members for transfers of shares to loan payments, share withdrawals, check requests, CD transactions, line of credit advances, and any other requests received from members.</p>
Education	High school diploma, GED, or equivalent
Additional Comments	<p>Experience</p> <p>Cash handling experience, customer/member service skills; credit Union/financial institution experience preferred, but not required</p>
Credit Union	Savannah Schools FCU
State	Georgia
Contact Name	Vanessa Frazier
Email	hr@ssfcuonline.org
Phone	912-236-0919
Fax	
Expiration Date	06/30/2021