

SUN EAST FEDERAL CREDIT UNION

POSITION DESCRIPTION

POSITION TITLE: Teller I
DEPARTMENT: Branch
REPORTS TO: Branch Manager

POSITION PURPOSE

Responsible for accurately and efficiently performing face to face member transactions and answering basic product inquiries from members in a pleasant and positive manner.

- Be open to learning new processes and methods and take the initiative to apply them to your job
- Listen carefully to directions and be able to follow and put into operation
- Complete the expected level of certification and training as required

JOB SPECIFIC DUTIES

- Processes member account transactions through the computer system
- Accepts and disburses cash as required
- Settles cash drawer daily
- Processes night deposits, quick drop deposits, and mail transactions, as required
- Sells and settles travelers cheques
- Encodes checks and prepares deposit ticket for daily check transmittal, as required
- Cross sells members on all credit union products, services and CUSO
- Processes MasterCard cash advances and settles POS terminal daily
- Resolves member account problems and questions
- Other duties as assigned

SKILLS AND/OR QUALIFICATIONS

Basic math skills and PC knowledge; good public relations skills; previous cash handling experience preferred.