

THE SUMMIT FEDERAL CREDIT UNION

TELLER

II. Basic Function:

The primary function of this position is to process member's transactions, provide quality member service, and to refer and sell financial products and services that best suit our member's needs.

III. Essential Functions:

- Adhere to credit union policies and departmental procedures.
- Meet sales goals as determined by management.
- Promote and cross-sell credit union products and services that best suit our member's needs.
- Responsible for accurately processing transactions in a timely manner.
- Ensure proper procedures for check cashing and withdrawals: Includes I.D., endorsements and check holds.
- Accurate completion of various daily logs including but not limited to balancing, money orders and traveler cheques.

IV. Other:

- Prepare workstation at the beginning of each day and ensure proper inventory of supplies throughout the day.
- Completion of special projects as assigned by the Head Teller or management.
- Contact Head Teller or management for additional work to be done during slow periods during the day.
- Assist Head Teller with daily close-out procedures and any other duties requested by the Head Teller.
- Work overtime when requested by management.

V. Qualifications:

Skills:

- Four to six months cash experience, strong math, communication and keyboarding skills required.

Working Environment:

- Must be able to sit and or stand for an extended period of time in a normal office environment.

Note: The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.