

TITLE: Part Time Teller

REPORTS TO: Head Teller/Assistant Head Teller

SUPERVISES: N/A

*Purpose*

Performs routine member transactions, including deposits, withdrawals, cash advances, loan payments, transfers and check cashing.

*Duties and Responsibilities*

1. Perform routine member transactions, including but not limited to deposits, withdrawals, cash advances, loan payments, transfers, and check cashing.
2. Receive share deposits and loan and MC payments and enter into in-house computer system.
3. Receive payments for all loans offered to members, ensuring that payments equal the amount due and that all late charges, if applicable, are collected.
4. Provide members with the forms necessary to transact business at the credit union.
5. Examine checks for endorsements and negotiability.
6. Provide members with proper receipts for payments.
7. Cross-sell all products and services offered by the credit union and track efforts of cross selling for employee incentive programs.
8. Respond to members' requests, problems and complaints, and/or direct them to the proper person for specific information and assistance.
9. Receive information pertaining to members' accounts and route to proper departments when applicable.
10. Assist members in opening new accounts.
11. Process stop payments on share draft accounts, order or print draft copies, order cards, and set up direct deposits.
12. Provide routine information on credit union services or policies, including eligibility for membership, types of credit union accounts, insurance on loans, loan policies, interest rates, current dividend rates, locations of ATM machines, office hours and telephone numbers.
13. Provide members with account status, including current balances and loan pay-off.
14. Explain and be knowledgeable about all member products and services which are available at the credit union.
15. Filing payroll cards and any other filing that is required.
16. Process mail and log requests.
17. Know all loan and share rates.
18. Perform as member service representative or phone operator in his/her absence.
19. Maintenance of stock.
20. Scan any documents to members' accounts in system as needed.
21. Maintain cash drawer.

22. Scan checks into system for clearing.
23. Responsible for checking and reading communications daily for emails.
24. Responsible to read and be knowledgeable about all Credit Union policies and procedures.
25. At the direction of management, perform such duties as may be assigned.
26. The above listed duties and responsibilities are included, but “not limited to.”