

POSITION: FULLTIME TELLER

PAY: \$15.00

PRIMARY JOB FUNCTIONS INCLUDE:

- Represents the Credit Union in a courteous and professional manner.
- Maintains privacy of member account information.
- Receives and processes share deposits and loan payment in person or by mail.
- Processes transfers, cash advances, cashiers' checks, money orders, and similar transactions.
- Disburses cash or check share withdrawals.
- Opens and closes computer teller drawer daily. Responsible for assigned cash drawer and balances throughout the day.
- Verifies transactions. Monitors deposit amounts and examines documents for endorsement and negotiability. Detects and resolves discrepancies promptly.
- Receives and processes new member accounts and changes to existing accounts.
- Other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION: High school graduate or equivalent.

REQUIRED KNOWLEDGE: Knowledge of Teller policies and procedures.

Basic understanding of Credit Union operations.

EXPERIENCE REQUIRED: Abilities generally acquired on the job in 12 months.

SKILLS/ABILITIES: Good communication, math, and typing skills.

Professional appearance, dress, and attitude.

Highly detail oriented .

Ability to operate related computer applications and business equipment including adding machine, copy machine, coin and money counting machines, and telephone.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

TALKING: Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

AVERAGE HEARING: Able to hear average or normal conversations and receive ordinary information.

FINGER DEXTERITY: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

REPETITIVE MOTION: Movements frequently and regularly required using the wrists, hands, and/or fingers.

AVERAGE VISUAL ABILITIES: Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.

PHYSICAL STRENGTH: Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

INSTRUCTIONS TO APPLY: <https://www.munafederal.com/employment>.