



TELLER SERVICES SPECIALIST (PART-TIME)

Duties include processing new member accounts, operating computer to update member accounts and print checks. Prepare and maintain related records and reports, and process cash and check transactions.

Job Requirements:

- Update member account information, share deposits/withdrawals.
- Maintain knowledge of all regulations that pertain to member accounts and teller activity.
- Be knowledgeable of all products, services and promotions offered by the credit union and promote them to members.
- Balance receipt and disbursements daily in accordance with prescribed procedures.
- Process information on new members explaining all aspects of the credit union.
- Cash checks for members.
- Process Travelers Cheques/Money orders for members and process reports.
- Match products to member needs by explaining benefits of products offered by credit union.
- File documents in member files.
- Process deposits and balance/replenish the ATM where applicable.

Qualified candidates must be willing to offer unparalleled service, be self-motivated, energetic and be able to multi-task. Cross-selling skills are a must for this position. Candidate should be willing to work scheduled hours needed in branch for quality assurance.

It is not intended that this position description include all details of the work functions inherent in this position, nor does it give exclusive title to every function described. The position incumbent will perform work of equal or lower classification, as required or directed and perform work of higher classification for training purposes, or as warranted by emergency circumstances.

Qualified candidates can [click here to submit an online resume](#).

Equal Opportunity Employer