

First Financial Federal Credit Union

Job Opportunity

Job Title: Part Time Teller

Summary:

Accurately and efficiently processes and records routine transactions for members including cashing checks, accepting deposits and withdrawals, and processing loan payments and money transfers. Promotes and advises on the Credit Union's products and services.

Essential Duties and Responsibilities include the following:

- Complying with and following Bank Secrecy Act regulations.
- Recording all transactions promptly, accurately and in compliance with the Credit Union's procedures.
- Ensuring compliance with all internal controls and established policies.
- Posting transactions to member accounts accurately and maintaining member records/confidentiality.
- Cash handling - deposits and withdrawals. Verifying for counterfeit currency
- Identifying members, validating and cashing checks.
- Accepting checks and cash for deposit, checking the deposit slip for accuracy, and verifying checks for authenticity and negotiability.
- Performing service for members such as ordering loan coupons, checks, preparing cashier's checks, temporary checks, gift cards and issuing ATM/Debit cards.
- Placing holds on accounts in accordance with the Credit Union's policies and procedures.
- Receiving and verifying loan and VISA payments.
- Completing transfers, vouchers, and fees.
- Receiving and processing night and mail deposits.
- Verifying ATM machines are free from tampering, processing deposits, and settling the ATM.
- Explaining and promoting Credit Union products and services to members.
- Attempting to resolve any issues and problems with member accounts.
- Processing daily totals and balancing currency, coin, and checks in cash drawer. Proving out at the end of the day.
- Assisting with opening and closing the branch by following the Credit Union's procedures.
- Other duties may be assigned.

Qualifications:

- Prior cash handling experience is a must
- Strong interpersonal skills
- Superior customer service attitude required

- Ability to cross-sell products and services
- Computer skills
- Good math aptitude
- Good reading comprehension aptitude
- Good verbal and written communication skills
- Reliable and able to accommodate a flexible work schedule
- HS Diploma/GED
- Must be able to work **Every Saturday**
- Must be able to drive to all locations as per business needs

As a First Financial employee, you'll enjoy a challenging work environment and an opportunity to make a difference. We offer paid training, a retirement plan and sick time to our part-time employees.

Equal Opportunity Employer/Veterans/Disabled