

First Financial Federal Credit Union

Job Opportunity

Job Title: Full-time Teller

Salary Range: \$18/hour

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

Responsibilities:

- Complies with and follows Bank Secrecy Act regulations.
- Records all transactions promptly, accurately and in compliance with the credit union's procedures.
- Ensures compliance with all internal controls and established policies.
- Posts transactions to member accounts accurately and maintains member records/confidentiality.
- Cash handling - deposits and withdrawals. Verifies for counterfeit currency.
- Identifies members, validates and cashes checks.
- Accepts checks and cash for deposit, checks the deposit slip for accuracy and verifies checks for authenticity and negotiability.
- Performs service for members such as ordering loan coupons, checks, prepares cashier's checks, temporary checks, and issues ATM/Debit cards.
- Places holds on accounts in accordance with credit union policy and procedure.
- Receives and verifies loan and VISA payments, and completes transfer vouchers and any potential fees.
- Receives and processes night and mail deposits.
- Verifies ATM machines are free from tampering, processes deposits and settles the ATM.
- Explains and promotes credit union products and services to members.
- Attempts to resolve any issues and problems with member accounts.
- Processes daily totals and balances currency, coin, and checks in cash drawer. Proves out at the end of the day.
- Assists 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.
- High School Diploma/GED required.
- Must be able to work 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 and a great benefits package including Medical, Dental, Rx, Vision, Life Insurance, Vacation, Sick, Personal, Tuition Assistance Program and Retirement Plan.

Equal Opportunity Employer/Veterans/Disabled