

# First Financial Federal Credit Union

## Job Opportunity

**Job Title:** PT Teller

### Summary

Accurately and efficiently process and record routine transactions for Members including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers. Promote and advise on the Credit Unions products and services.

**Essential Duties and Responsibilities** include the following:

- Comply and follow Bank Secrecy Act regulations
- Record all transactions promptly, accurately and in compliance with the Credit Unions procedures
- Ensure compliance with all internal controls and established policies
- Post Transactions to member accounts accurately and maintain member records/confidentiality
- Cash Handling- deposits and withdrawals. Verify for counterfeit currency
- Identify Members, validate and cash checks
- Accept checks and cash for deposit and check the deposit slip for accuracy and verify checks for authenticity and negotiability
- Perform service for Members such as ordering loan coupons, checks, preparing cashier checks, temporary checks, gift cards and issuing ATM/Debit cards
- Place holds on accounts in accordance with Credit Union policy and procedures
- Receive and verify loan and VISA payments
- Complete transfers, vouchers and fees
- Receive and process night and mail deposits
- Verify ATM machines are free from tampering, process deposits and settle the ATM.
- Explain and promote Credit Union products and services to Members
- Attempt to resolve issues and problems with Member accounts
- Process daily totals and balance currency, coin, and checks in cash drawer. Prove out at the end of the day
- Assist with opening and closing the branch, by following the Credit Unions procedures
- Other duties may be assigned

**Qualifications:**

- Prior cash handling experience 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 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 a Retirement Plan and Sick Time to our PT employees.