Job Description

Position Title:	**Part Time Teller (1 position)**
Reports To:	Head Teller
FLSA:	Non-Exempt

Primary Purpose:

Perform limited transactional duties to serve members by receiving or paying out funds with high degree of accuracy. Maintain accurate transactional records, providing basic cash receipt and payment services in accordance with PrimeTrust Financial Federal Credit Union policies and procedures ensuring the highest quality of member service.

Duties and Responsibilities:

- Greet and welcome members to PrimeTrust Financial Federal Credit Union in a courteous, professional and timely manner, providing prompt, accurate, and efficient member transactions.
- Receive share drafts / checks and cash for deposits to accounts, verify amounts, examine share drafts /checks for proper endorsement, and enter deposits into computer records.
- Cash share drafts / checks and process withdrawals; pay out money after verification of signatures and member balances.
- Receive mortgage, consumer loan, and other payments, and ensure the payments match balances due. Enter payments into computer. Generate member receipts.
- Place hold on accounts for uncollected funds.
- Count, check, and package coins & currency.
- Balance cash drawer at the end of the shift and compare totaled amounts to computer generated proof sheet. Research and resolve discrepancies. Report any discrepancies to the head Teller as necessary.
- Ensure that the Teller station is properly stocked with forms, supplies, brochures, etc.
- Maintain an up-to-date and comprehensive knowledge on all PrimeTrust Financial Federal Credit Union products and services that are handled and promoted by Tellers. Maintain an up-to-date and comprehensive knowledge on all related policies and procedures, rules and regulations, for the Teller area, including robbery procedures.
- Poses no direct threat to the health or safety of himself/herself, of others, or to property. Defined as a significant risk of substantial harm that cannot be eliminated or reduced to an acceptable level by reasonable accommodation.
- Requires regular attendance to perform essential elements as contained herein between the assigned start and end times for work.
- Performs such individual assignments as management may direct.
- Establishes and maintains effective work relationships within PrimeTrust Financial Federal Credit Union and the community; and maintains the professional competence, knowledge

and skill necessary for the satisfactory performance of all assigned responsibilities.

Basic Qualifications:

Education

High School Degree.

Experience/Knowledge

Six months to one year of proven related job experience.

Certifications/Licenses/Registrations

N/A

Preferred Experience/Qualifications:

Technical Competencies:

Interpersonal skills in order to work effectively with all employees and members of PrimeTrust Financial Federal Credit Union.

Above average computer skills.

Ability to analyze problems and make independent judgments to initiate corrective action or resolution.

Physical Requirements & Work Environment:

Standing and walking approximately 90 percent of work time. Sitting at desk or workstation approximately 10 percent of work time.

Ability to work extended hours and weekends.

Normal Credit Union environment.

Ability to lift 25 lbs. occasionally.