



<b>Job Title:</b>	Branch Teller	<b>Reports To</b>	Branch Manager
<b>Department/Group:</b>	Branch Operations	<b>FLSA Status</b>	Non Exempt
<b>Location:</b>	Based on Need	<b>Travel Req.</b>	n/a
<b>Salary Grade Range: (experience based)</b>	\$10-\$14	<b>Position Type:</b>	Based on Need
<b>Approved By:</b>	Human Resources	<b>Last Updated:</b>	2017

**Job Summary**

To provide exceptional member service while conducting transactions for members and posting them accurately to the appropriate accounts. It is also the Teller's responsibility to maintain and balance a cash drawer within the limits and guidelines provided by the credit union and offer products and services that could benefit the member and contribute to the growth of the credit union on a consistent basis.

**Essential Duties and Responsibilities**

Accurately posting transactions to member's accounts while providing exceptional member service.  
 Maintain and balance a cash drawer.  
 Offer products and services that could benefit the member and contribute to the growth of the credit union.  
 May be responsible for closing loans, opening new account, and/or accepting loan applications.  
 Other duties assigned by supervisor as needed

**The Preferred Candidate would possess the following skills and qualifications**

High School Diploma or equivalent preferred  
 1+ years of Teller experience  
 Cash Handling experience  
 Customer Service experience  
 Sales Focused  
 Goal Oriented  
 Administrative Writing Skills, Microsoft Office Skills, Organizational skills, and Verbal Communication skills.