

CATHOLIC FAMILY FEDERAL CREDIT UNION

Part – Time TELLER POSITION/Member Service Representative

Department: Operations
Reports To: VP of Operations

Classification: Non-Exempt
Effective Date: January 22, 2019

ROLE

Assists credit union members with financial transactions, including deposits, withdrawals and loan payments. Balances cash drawer and makes settlement of daily activity.
Assists members with opening and closing accounts, answers questions about products and services and resolves member problems.
Cross sell credit union products and services which would benefit the member.
Performs a variety of miscellaneous duties including typing, filing, computer input and answering the telephone.
Must be able to work some Saturdays
Must be able to work flexible work hours
Other duties as assigned.
Maintain a professional work environment and businesslike appearance.
Promote teamwork.

EXPERIENCE

At least 6 months of teller experience required
High school education or GED

SKILLS

Courtesy, tact, professionalism and diplomacy are essential elements of the position. Duties involve personal contact with others inside and/or outside the credit union. Able to work flexible hours and ½ days on Saturday.

- This description is not a complete statement of all duties and responsibilities comprising this position.