

Job Title	Teller - Full-time
Short Description	Assess needs and provide assistance to members with transactions promptly, professionally, and accurately.
Full Description	<ul style="list-style-type: none"> • Greet members with a smile, make eye contact, and offer to help. • Maintain a professional and courteous attitude with all people including fellow employees, members, management, board members, and vendors. • Performs routine member transactions including deposits, withdrawals, cash advances, loan payments, transfers and check cashing, reloadable travel cards, and gift cards. • Records transactions and prepares currency transaction reports or suspicious activity reports, as needed. • Promotes and offers credit union products and services, which would benefit the member, while maintaining confidentiality. • Completes special requests by closing accounts; taking orders for checks; providing special statements, copies, and referrals. • Reconciles teller cash recycler by proving cash transactions; counting and packaging currency and coins; reconciling loan coupons and other transactions; turning in excess cash and mutilated currency to head teller; maintaining supply of cash and currency. • Complies with credit union operations and security procedures. • Completes training in a timely manner, as required. • Responsible for performing end of day closing one day each week, and alternating Fridays. • Rotate opening Friday morning at 6 am at least 1 Friday per month. • Completes other teller line jobs efficiently and timely, as assigned.
Education	<ul style="list-style-type: none"> • High school diploma or GED
Additional Comments	<ul style="list-style-type: none"> • Excellent interpersonal skills, written and verbal communication skills • Demonstrates ability to work well within a group setting • Maintains a positive attitude
Credit Union	ACIPCO FCU
State	Alabama
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Expiration Date	05/31/2024