

**Part Time Teller**

**Role:**

To assist members with their financial transactions, involving paying and receiving cash and other negotiable instruments.

**Essential Functions & Responsibilities:**

* Receives and processes customer financial transactions, including deposits, withdrawals, and loan payments; sells money orders to members; transfers amounts from member accounts as directed.
* Balances cash drawer and daily transactions.
* Post transactions to member accounts and maintain member records.
* Welcomes members and provides routine information concerning services and directs member to appropriate department for specific information and service.
* Cross-sells Credit Union services.
* Performs a variety of miscellaneous tasks including typing, filing, computer input and answering the telephone.
* Performs other job-related duties as assigned.

**Knowledge and Skills:**

**Experience:** One month to twelve months of similar or related experience.

**Education:**  No high school diploma required.

**Interpersonal Skills:** Work involves contact with persons beyond immediate associates regarding routine matters for the purpose of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (members or vendors), requiring ordinary courtesy in providing assistance and information.

**Other Skills:** Ten key calculator and computer keyboard by touch. Must be good with detail to deal with numbers and names.

**Please send resume to:** **hr@rrcu.org** **or River Region Credit Union, Attn: Human Resources, 3124 W. Edgewood Drive, Jefferson City, MO 65109**