



## **Full Time Teller**

Lebanon Federal Credit Union is searching for someone who is outgoing and service-focused to join LFCU as a Full Time Teller at our brand new Campbelltown office location in February 2017. Submit your resume or application to join our fun, professional and family-oriented team!

### **Position Reports To: Head Teller**

#### **Basic Functions:**

Employee operates a teller window by providing prompt, efficient and accurate customer service functions and representing the credit union in a courteous, professional manner. Present and explain a basic number of credit union products and services to members. Courses and/or training may be required.

#### **Essential Functions:**

- Greet and welcome members to the credit union in a courteous, professional and timely manner, providing prompt, accurate and efficient member transactions.
- Process a variety of routine financial transactions including check cashing, withdrawals, deposits, transfers, loan payments, credit card payments and other member transactions. Identify members and verify endorsements.
- Maintain appropriate level of cash on hand. Responsible for managing and balancing cash drawer on a daily basis. Research and resolve cash drawer discrepancies. Uphold a high level of accuracy and maintain member security.
- Ensure that the teller station is properly stocked with forms, supplies, brochures, etc.
- Answers in-coming phone calls and member inquiries.
- Admit member to safe deposit boxes.
- Cross-sell a basic number of credit union products and services.
- Adheres to all policy and procedures set-forth by the Credit Union.
- Performs other duties as assigned.

#### **Qualifications:**

- Requires a high school diploma or equivalent and 0-1 years of experience in a financial institution.
- Basic computer, Windows and Microsoft Office skills required. Intermediate mathematical skills, proven written and verbal communications, and use a 10-key adding machine or keyboard required.

- Must be able to work in a Team environment.

Apply in person or send resume to:

Lebanon Federal Credit Union

Attention: Human Resources

301 E. Evergreen Rd

Lebanon, PA 17042

OR

[aseprinski@lebanonfcu.org](mailto:aseprinski@lebanonfcu.org) Subject: Full Time Teller

**Lebanon Federal Credit Union is an Equal Opportunity Employer**