



JOB OPPORTUNITY

YOUR Federal Credit Union is seeking an experienced candidate for the position of **Teller** at the Main branch located at 8384 N. Belt Line Rd, Irving, Texas, 75063.

HOURS:

Part-Time/Non-Exempt: Availability Monday-Saturday. Hours may vary depending on branch location, coverage needs, and back up support. Hours are subject to change.

SUMMARY:

Receives and pays money and maintains record of money and negotiable instruments involved in financial transactions by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Enters member transactions into computer to record transactions, and issues computer generated receipts. Receives checks and cash for deposit, verifies amount, and examines checks for endorsements. Provides back-up support to area branches/locations as needed.
- Cashes checks and pays money after verification of signatures and member balances. Balances currency, coin, and checks in cash drawer at end of shift and compares totaled amounts with data displayed on computer screen.
- Explains, promotes, or sells products or services such as money orders, checks, cashier checks, credit card advances, and opens new accounts. Cross sells and achieves branch goals each month and/or quarterly.
- Places holds on accounts for uncollected funds and accepts loan payments. Orders daily supply of cash, and counts incoming cash. Removes deposits from, counts and balances cash in, automated teller machines and night depositor.
- Attends community functions to network and acquire new business opportunities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to members and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



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REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and/or fingers grasp; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and hear. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

YOUR Federal Credit Union offers Part-Time Employees a competitive salary and are eligible for holiday pay, time off to vote and bereavement leave.

For immediate consideration, please email your resume to hr@yourfederalcu.com or fax to (214) 574-3163. YOUR Federal Credit Union is an Equal Opportunity Employer.