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## Teller

First Missouri Credit Union, Missouri's oldest and longest serving credit union, is seeking the right candidate to work with our members to build trust and long-term relationships through personalized service and financial education.

### General Summary

Your primary function as a teller is to serve the Credit Union membership efficiently, effectively, and accurately. Educate the membership on the Credit Union's various products and services.

### Essential Functions

1. Welcomes members to the credit union and provides routine information concerning services in accordance with credit union policies.
2. Receive and process members' financial transactions including deposits, withdrawals, loan payments, transfers, check cashing, money orders, VISA gift cards, cashier's checks and VISA cash advances.
3. Examine checks and requests for withdrawal for endorsements and negotiability.
4. Balance cash drawer and make settlement of day's activities.
5. Daily balance money orders and general ledger account associated with money order sales.
6. Suggest credit union services that meet member needs by continually demonstrating a strong desire to inform and educate the membership.
7. Provide members with solutions to their financial needs using credit union products and services and/or refer members to appropriate representative for additional information.
8. Keeps all member and credit union business strictly confidential.

### Secondary Functions

9. Provides clerical support to other departments as needed.
10. Additional tasks as assigned by management.
11. Provide back-up/coverage to other departments, when necessary.

### Skills, Knowledge & Experience

- High school diploma plus specialized training in computer operations and intermediate math
- Positive attitude with excellent interpersonal skills
- High aptitude in working with computer applications, including assisting others.
- Knowledge of credit union services, policies, credit union philosophy and member services experience a plus

### Preferred Background

- One or more years of experience in a financial institution, service environment, and/or lending
- Goal oriented with a cross sell aptitude



- Organized, ability to manage time and pay attention to detail
- Ability to build and maintain strong member relationships by conveying courtesy, attentiveness, and pleasantness while maintaining a high degree of accuracy.
- Ability to demonstrate member service and selling skills, operate standard office machines, type and communicate verbally.

**Hours**

Saturday	8:50 a.m. – 12:30 p.m.
Monday	8:50 a.m. – 5:30 p.m.
Tuesday	8:50 a.m. – 5:30 p.m.
Wednesday	8:30 a.m. – 5:30 p.m.
Thursday	8:50 a.m. – 5:30 p.m.
Friday	8:50 a.m. – 5:30 p.m.