

<b>Job Title</b>	Teller		
<b>Department/Group</b>	Retail Services	<b>Position Type</b>	Full-Time
<b>Reports to:</b>	Branch Manager	<b>FLSA Status</b>	Non-Exempt
<b>Location</b>	Mesquite or Garland, TX	<b>Supervises Direct:</b>	N/A
<b>Schedule</b>	To be determined; Required to work a minimum 2 Saturdays each month.		
<b>Travel Required</b>	Travel may be necessary on occasion if assistance is needed at a different branch. Mileage is reimbursed by the Credit Union when these occasions do arise.		

**Job Description**

**SUMMARY**

America’s Credit Union, a Dallas/Fort Worth, TX based credit union, is looking for a **Teller** for our Retail Branches in Mesquite and Garland.

America's Credit Union provides a world-class complement of financial services to over 250 organizations, local residents and their families in Texas and Missouri. Originally founded in 1934, our roots are founded on serving employees of the early pioneers of modern American industry, such as AT&T and Kraft Foods. We strive to stay on the leading edge of member-driven technology and service.

At ACU, the **Teller** is the first smile that our members see when they visit our branches. They are responsible for assisting our members with their financial transactions which may involve, but are not limited to, withdrawing and depositing cash and other negotiable instruments such as checks, money orders, and cashier’s checks. Tellers are also encouraged to utilize good service and conversation to uncover potential needs for products and services with ACU.

**ROLE AND RESPONSIBILITIES**

- Receives and processes member financial transactions, including deposits, withdrawals, and loan payments; sells money orders and gift cards to members; transfers money from member accounts as directed.
- Balances cash drawer and daily transactions.
- Welcomes members and provides routine information concerning services and directs members to appropriate department for specific information and service.
- Offers credit union products and services to members and potential members.
- Other duties as assigned.

**KNOWLEDGE, EXPERIENCE & SKILLS**

- At least 6 months of similar or related experience in the financial industry is preferred.
- High school diploma or equivalent
- Ability to work effectively in a fast-paced environment.
- Ability to complete assigned tasks with moderate supervision.
- Ability to utilize downtime wisely when traffic slows down.
- Ability to maintain composure and think clearly in stressful situations.
- Good with detail to deal with numbers and names.
- Excellent verbal and written communications skills.
- Excellent time management and organizational skills.
- Able to lift 20 lbs.