
KAHULUI FEDERAL CREDIT UNION

Job description

Job Title: Teller I

Status: Non-Exempt

Direct Supervisor: Operations Manager

Purpose: To assist members by receiving and processing cash and noncash transactions, and to maintain credit union records, all within the policies and procedures established by the credit union.

Essential Duties:

- Greet members and answer telephones.
- Assist members with their transactions, questions and requests.
- Receive and process mail, over-the-counter, and night deposit transactions.
- Receive, disburse and monitor monetary negotiable instruments.
- Reconcile daily activity and turn in monetary negotiable instruments.
- Organize and batch all teller source documents.
- Open and close all types of share accounts and any related services offered by credit union.
- Maintain knowledge of all dividend rates.
- Sell and process reports for travelers cheques.
- Process stop payments, stale dated checks and returned items.
- Process direct deposits, debit transactions, preauthorized transactions.
- Share information on all of the credit union's products and services
- Add, change, delete member information on data processing system, signature account cards and other records.
- Follow all applicable regulations such as, but not limited to the Bank Secrecy Act, OFAC requirements, Regulation CC, Truth in Savings, Regulation E, Privacy Act, Elder Financial Abuse, Identity theft and all NCUA regulations.
- Follow all credit union policies and procedures.

Other Duties:

- Maintain teller work area, supplies, disclosure forms and new account packets.
- Perform clerical work such as filing, typing, collating, shredding, mailing notices and letters, etc...
- Attend Annual Membership Meeting and other credit union functions, workshops and conferences as directed by management.
- Assist in any other area as directed by Supervisor or Management.

Working Conditions:

- Indoors in air-conditioned office building.
- Equipment Use - Computer monitor and keyboard, typewriter, calculator
- Work Hours- 8:15 a.m. - 5:30 p.m. Monday through Friday, occasionally in the evenings and on Saturdays .

Mental Demands:

- Requires attention to detail, alertness, ability to work with others.
- The ability to maintain confidentiality.

Physical Demands:

- Sitting and standing for several hours at a time. Extended hours working with a personal computer. Occasional lifting and carrying of up to 20 lbs. of items such as boxes, forms, equipment, etc.

Communication Demands:

- Ability to communicate clearly and express ideas in face-to-face situations, on the phone and in written form.

Qualification Requirements:

- Education - High School graduate or equivalent
- Experience - minimum 6 months cash handling
- Skills/Knowledge
 - Proficient in Microsoft Word and EXCEL
 - Typing 40 wpm without errors
 - Familiarity with 10-key
- The ability to learn financial industry software (such as Portico)

Federal Credit Union Act and other related requirements:

Individuals may not be eligible for employment if they have received a conviction for a criminal offense involving dishonesty or a breach of trust, or have agreed to enter into a pretrial diversion or similar program in connection with a prosecution for such offense. Further, to be employed at KFCU you must be "bondable." Employees (including prospective employees) must provide all information required by an approved bond or insurance company to determine "bondability/insurability" and such individuals may not be employed if such coverage is denied or cancelled. Prospective employees are subject to fingerprinting and will be required to consent to a formal background check, including credit history. Suitability for employment will be considered in accordance with all laws and regulations applicable to Kahului Federal Credit Union.

The above information on this job description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.