

Job Title	Teller
Reports To	Service and Sales Development Manager

Building Trades Credit Union was founded in 1957 and serves nearly 17,000 members with a full range of loans (including mortgages), checking and savings accounts, credit cards, and online and mobile banking services. We have over \$154 million in assets and operate three offices (Maple Grove, Shoreview, and Bloomington). Our membership is composed of union workers in the building, construction, and finishing trades, primarily in Minnesota. For more information, visit our website at www.buildingtradesCU.com or see our profile at www.ncua.gov (Charter No. 24414).

Job Summary

Responsible for providing a variety of paying and receiving functions, including processing deposits, withdrawals, loan payments, cashier's checks, money orders, and cash advances. Balances each day's transactions and verifies cash totals. Performs specific assigned side-jobs and assists other Tellers with a variety of duties as required. Ensures that members are promptly and professionally served.

Supervisory Responsibilities

- None.

Essential Duties and Responsibilities

- Assumes responsibility for the efficient, effective, and accurate performance of Teller functions.
- Assumes responsibility for establishing and maintaining effective, professional business relations with members.
- Assumes responsibility for establishing and maintaining effective coordination and working relationships with area personnel and with management.
- Assumes responsibility for related duties as required or assigned.
- Provide member service to business members
- Provide member service to our Unions
- Build relationships with our Union Representatives
- Performs other related duties as assigned

Required Skills/Abilities

- Excellent internal/external member service skills
- Excellent verbal and written communication skills and the ability to problem solve
- Interpersonal Skills
- Professional image
- High attention to detail.
- Verbal Communication
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Ability to operate related computer application and business equipment including
 - Copy machines, coin and currency counting machine, scanners, and telephones.

Reasoning Ability:

- Ability to apply common sense understanding to carry out detailed but uninvolved instructions and to deal with problems involving a few variables.

Mathematics Ability:

- Ability to perform basic math skills and to use decimals to compute ratios and percent, and to draw and interpret graphs.

Language Ability:

- Ability to use passive vocabulary of 5-6,000 words; to read at a slow rate; define unfamiliar words in dictionaries for meaning, spelling, and pronunciation.
- Ability to write complex sentences, using proper punctuation, adjectives, and adverbs.
- Ability to communicate in complex sentences, using normal word order with present and past tenses; and using a good vocabulary.

Education and Experience

High school graduate or equivalent

Abilities generally acquired on the job in 12 months

REQUIRED KNOWLEDGE:

- Teller policies and procedures
- Basic understanding of Credit Union operations

Physical Requirements

TALKING AND HEARING:

Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly. Able to hear average or normal conversations and receive ordinary information.

AVERAGE VISUAL ABILITIES:

Average, ordinary, visual acuity necessary to prepare or inspect documents or products or operate machinery.

PHYSICAL STRENGTH:

Regularly required using the wrists, hands, and/or fingers. Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. Movements frequently and regularly required using the wrists, hands, and/or fingers. Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

Teller Vs. 1

I acknowledge that I have received a copy of this job description and I am able to complete the essential functions described with or without reasonable accommodation. I understand that my signature on this job description does not create a contract of employment with Building Trades Credit Union nor does it waive Building Trades Credit Union's status as an at-will employer. I understand being a member of this committee is voluntary and will not affect my present position.

Signature

Date