



## **JOB OPENING ANNOUNCEMENT**

**POSITION TITLE:** Universal Teller Rapid City

### **ESSENTIAL JOB DUTIES:**

To assist members with their financial transactions, involving paying and receiving cash and other negotiable instruments. Receives and processes customer financial transactions, including deposits, withdrawals and loan payments; sells money orders and cashier checks to members; transfer amount from member accounts as directed. Balances cash drawer and daily transactions. Posts transactions to member accounts and maintains member records. Welcomes members and provides routine information concerning services and directs member to appropriate department for specific information and service. Cross-sells Credit Union services. Performs a variety of miscellaneous tasks including typing, filing, computer input and answering the telephone to conduct tasks such as wire transfers, stop payments, and address change notices

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**EDUCATION/CERTIFICATION:** High school diploma or GED certificate.

**REQUIRED KNOWLEDGE:** Knowledge of standard business practices, including strong written and communication skills. Thorough knowledge of Credit Union services and products. Understanding of related legal and regulatory requirements.

**EXPERIENCE REQUIRED:** Six month of teller experience or handling cash transactions.

**WHERE TO APPLY:** Download Job Application at

<http://www.highmarkfcu.com/careers>

*Highmark Federal Credit Union recruits and hires employees without regard to sex, race, religion, color, national origin, ancestry, creed, gender, pregnancy, age, military status, disability, genetic information or on any other basis that would be in violation of any applicable federal, state, or local law. We treat employees equally with respect to compensation and opportunities for training, promotion, termination, compensation, and benefits.*