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Panhandle Federal Credit Union

Member Services Representatives

Employer

Panhandle Federal Credit Union

Job Description

Panhandle Federal Credit Union is now hiring for its new branch location in Winfield KS. We are currently looking for motivated, outgoing and reliable Member Services Representatives.

Essential Functions of the Position:

- Each day you will focus on greeting and welcoming members to the credit union in a courteous, professional and timely manner, providing prompt, accurate and efficient member transactions.
- You will receive share drafts/checks and cash for deposit to accounts, verify amounts, examine share drafts/checks for proper endorsement, and enter deposits into computer records.
- Assist with mail or email transactions as needed.
- You will need to be able to cash share drafts/checks and process withdrawals; pay out money after verification of signatures and member balances.
- Maintain an up-to-date and comprehensive knowledge on all credit union products and services that are handled or promoted by tellers.
- Maintain an up-to-date and comprehensive knowledge on all related policies, procedures, and rules and regulations, including robbery procedures.
- Promote, explain, issue and cross-sell other credit union services such as electronic services, debit and credit cards, money orders and safe deposit boxes.
- Receive consumer loan, home loan and other payments, and ensure accuracy when posting to the computer. Generate member receipts.
- Place holds on accounts for uncollected funds. Count, check and package coins and currency. Balance cash drawer at the end of the shift and compare totaled amounts to computer generated balance sheet. Research and resolve discrepancies.
- Report any discrepancy to the supervisor as necessary. Check night depository bags and record proper information according to credit union procedures.
- Scan daily work and perform such other teller functions that might be needed from time to time and assist others to complete tasks and work assignments.
- Ensure that teller station is properly stocked with forms, supplies, brochures, etc.



Qualification:

- Relevant education and experience
- A multitasker and team player
- Ability to work independently and with a team
- Amazing communication, grammar, and mathematics skills
- Keen attention to detail
- Flexibility during operating hours
- Take pride in professionalism
- Maintain confidentiality
- Outgoing and welcoming personality
- A go-getter attitude

Job Type: Full Time

Salary: \$10.00-\$17.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule: 8 Hour Shift

Ability to commute/relocate: Winfield, Kansas 67156

Work Location: One location

Application Instructions: Please send resume to Karissa Richmond at klrpfcu@sutv.com or stop by our Wellington KS location for an application.

