



Position Type

Job Title:	Member Representative	Job Category:	Part Time
Location:	8800 Cleveland Ave NW North Canton OH 44720	HR Contact:	Robin Chappell
Applications Accepted By:			
FAX OR EMAIL: 330-499-3578 RCHAPPELL@UMETHODIST.COM		MAIL: United Methodist Financial Credit Union Attn: Robin Chappell 8800 Cleveland Ave NW North Canton OH 44720	
Job Description			
ROLE AND RESPONSIBILITIES <ul style="list-style-type: none">• Greet members in a courteous manner and determine their purpose of visit or phone call• Receive drafts and checks for deposit to accounts, ensure that amounts are verified and proper endorsement has been made• Perform paperwork for deposits of financial instruments and provide members with receipts• Cash checks after verifying signatures and amounts and ensure that exact amount is handed over to the member• Maintain updated knowledge on all products and services that the credit union is offering• Provide accurate information regarding products and services to new or prospective members• Maintain up to date knowledge of all policies and procedures of the credit union• Promote and explain credit union services such as electronic services, debit and credit cards and attempt to cross-sell them when opportunity arises• Receive and deposit consumer loan and home loan payments and ensure that they are accurately posted in the database• Maintain a cash drawer – checks, coins, and currency keeping balanced and within the limits defined• Ascertain that sufficient amounts of cash is available at the beginning of each shift• Reconcile cash drawer and ensure that any discrepancies are resolved before closing time• Assist fellow staff with paperwork, scanning, mailings, and filing.			
QUALIFICATIONS AND EDUCATION REQUIREMENTS <p>High School Diploma</p>			
PREFERRED SKILLS <p>Windows 10, Word, Excel, Experience with Credit Unions or Banks would be an advantage</p>			
ADDITIONAL NOTES <p>Our members are incredible & we have a great group of employees that work well individually or as a team.</p>			
Last Updated By:	Robin Chappell	Date/Time:	09/18/2018