



Job Specification

Job Title: Cashier Clerk
BCAT Code: 510X BA
Pay Grade: G07

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Non-Exempt

General Description

Serves as a credit union teller responsible for providing various financial services to members and maintaining accurate records of these transactions.

Examples of Duties

- Assists members with financial transactions; processes savings deposits/withdrawals and loan advances/payments; sells money orders and travelers checks; cashes checks for members.
- Answers telephones; routes calls, resolves problems, and provides information.
- Opens new accounts.
- Balances cash drawer; calculates loan payments and interest.
- Assists in preparing and balancing bank deposits.
- Maintains loan files and card files; sorts and files daily transaction records.
- Assists with loan work ups; runs credit reports.
- Provides various word processing and typing, as needed.
- Prepares Certificates of Deposit for members.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of applicable policies, procedures, and laws.
- Skill and ability to calculate interest, accurately count cash holdings, and record account data.
- Ability to handle many tasks simultaneously.
- Ability to communicate effectively and courteously.
- Knowledge of applicable computer applications.

Minimum GSU Hiring Standards

High school diploma or GED and six months cash handling experience; or a combination of education and experience. Must be bondable for some positions. Must pass thorough background and credit check.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.