



## MSR I

### Role:

To be fully trained in assisting members with their financial transactions, involving paying and receiving cash and other negotiable instruments. Begin cross-training on money orders, Visa cash advances, return checks, etc. Become introduced to new accounts with basic instruction.

### Responsibilities

- Receives and processes member financial transactions, including deposits, withdrawals, and loan payments; transfers amounts from member accounts as directed.
- Post transactions to member accounts and maintain member records.
- Welcomes members and provides routine information concerning services and directs members to appropriate departments for specific information and service.
- Balances cash drawer and daily transactions.
- Performs a variety of miscellaneous tasks including typing, filing, computer input, and answering the telephone.
- Cross-sells credit union services.
- Perform other duties and projects as assigned.

### Qualifications - Preferred Education and Experience:

- Up to six months of similar or related experience.
- A high school education or GED
- Demonstrates courtesy, tact and diplomacy.
- Strong organizational and time management skills.
- Proficient attention to detail.
- Proficient computer, 10 key, and typing skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Must maintain a high level of confidentiality.
- Demonstrate dependability through good attendance and adherence to timelines and schedules.

**Note:** The above statements are intended to describe the general nature and level of the work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

**To Apply:** Pick up an application at 703 S 9<sup>th</sup> or 3675 N Highway 81 in Duncan or apply online at <https://www.endurancefcu.org/careers>.