

April 25, 2019

## **JOB OPENING**

### **POSITION: PERSONAL FINANCIAL REPRESENTATIVE III**

**LOCATION:** Lebanon Branch

**JOB TYPE:** Full-Time

**GENERAL JOB DESCRIPTION:** Is under the general direction of the Lebanon Branch Manager/Assistant Branch Manager. Job duties to include but not limited to: operating a cash drawer, performing daily teller functions, BVS training/compliance courses, encoding checks, Debit card ordering, assisting with night deposits, open and close all types of accounts (Checking/Savings, Certificate of Deposits, Trusts, Organizational, Money Market, IRAs etc.) Loan Processing, Pay-out loans, debit card ordering, assist with night deposits, and training staff.

**QUALIFICATIONS:** Two years to five years of similar or related experience. Good people skills, good communication skills, balancing and cash handling, clerical skills, typing skills, professional image, positive behavior, computer skills (trans codes, input, knowledge of screens and terminology), ten key adding machine, team player. Ability to perform detailed work functions with minimum of error, ability to cross sell/service.

***Infuze Credit Union is an Equal Opportunity Employer of women, minorities, protected veterans and individuals with disabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***