

SHEBOYGAN AREA CREDIT UNION
1707 INDIANA AVE
SHEBOYGAN WI 53081
www.shebareacu.com

Sheboygan Area Credit Union (SACU) started as Sheboygan City Employees Credit Union in 1954. We continue to grow and currently have two branches in the city of Sheboygan.

Just as the credit union motto, " People Helping People "suggests, SACU is a non-profit financial services organization owned by its member-owners. The money deposited by our members will help other members who need to borrow money.

SACU will hire for the FINANCE – Banking and Related Services Pathway. We have also hired for the Business Financial Management Pathway or allowed the YA the opportunity to complete assignments in the Accounting Department while completing the Banking Basic Unit. It all depends on the interest of the student.

Typical tasks or core skills for a Student Teller include:

- Act professionally and communicate effectively to members (customers), other employees, and management.
- Use of technology
- Accuracy in completing transactions is crucial for retaining our members' trust.
- Follow safety requirements.
- Process various transactions, such as, cash deposits or withdrawals; check deposits; issuing cashier's checks or money orders; transfer between accounts; loan or credit card payments; mailed transactions; night deposit; etc.
- Process various transactions using items such as a computer, currency counter, cash advance machine, adding machine, fax machine, printer, drive thru tubes, microphone, and coin counter.
- Respond to member's account inquiries and request.
- Assist in counting of the cash delivery from the Federal Reserve.
- Assist in replenishing the ATM.
- Process and encode checks, using a computer/software, for daily submission for payment through the Federal Reserve.
- Assist with other projects and tasks to support the credit union mission to serve our members.

The Student (YA) Teller will be teamed with a Lead Teller for support and guidance throughout the program. Our team of tellers is a group of employees who work together to welcome the student teller and build a supportive environment.

