Operations Support Associate

Reporting to the V.P. of Finance, this full time position plays an important role in assisting Georgia Power FCU to live out its mission, "committed to providing our members with financial services that enable them and their families to live a better life." A key component is to identify the needs of each member and recommend an appropriate solution. Responsibilities include but are not limited to:

- Being available during regular business hours to receive bill pay and credit/debit card related phone calls from members and staff members.
- Processing all information concerning VISA credit and debit cards.
- Reconcile ACH/Draft exceptions and post details of Credit Union business related transactions to ledgers or computer spreadsheets and databases.
- Maintain member records/transactions in various databases
- Maintain a professional and courteous attitude with all people, including fellow employees, members, management staff, board members and outside vendors.
- Maintain confidentiality of all information and transactions regarding credit union members and the affairs of the credit union.

Associate Degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Applicant must be bondable, pass background checks and drug testing, must have reliable transportation with valid insurance (if applicable) and a valid U.S. Driver's License.
We offer an excellent benefits package including: medical, dental, vision, 401K, paid time off and more. Interested candidates please submit resumes with salary requirements to Human Resources. No phone calls. hr@gpfcu.org

To learn more about us, visit us online at www.georgiapowerfcu.org.