

Teller

CCCU is looking for a responsible bank teller to process all transactions accurately and efficiently in accordance with established policies and procedures. The successful candidate will be the “frontline” of our credit union and will play a fundamental role in achieving our member satisfaction and company goals. We are looking for candidates that will be comfortable making dozens of transactions daily and communicating with different types of members, while serving as a member advocate and educator to help our clients be financially successful. Sales, banking and customer service experience can help you succeed in this role. The ideal candidate is passionate about helping others with accuracy, self-driven, and familiar with financial institution regulations.

Responsibilities

- Conduct routine transactions within time limits and established guidelines (cash checks, accept deposits and loan payments, process withdrawals, etc.)
- Assist and educate members on credit union products and services for their financial needs (e.g. loan products, online and mobile services, etc.)
- Go the ‘extra mile’ to build trusting relationships, member loyalty and satisfaction
- Comply with regulatory requirements
- Manage risk in every transaction and detect fraudulent transactions to prevent losses
- Research and resolve issues with accounts and services in a timely manner
- Assist in conducting and documenting branch and drawer audits
- Make sales and in-branch financial expert referrals
- Follow Bank Secrecy Act (BSA) policies and procedures as they relate to this position
- Other responsibilities as assigned

Skills

- High School diploma required, Associates or Bachelor’s degree preferred
- One year of teller experience in banking, personal banking, retail banking or financial services or 2 years’ cashiers experience
- Excellent communication and time management skills with high attention to detail and accuracy
- Superior customer/member service skills
- Basic PC knowledge and familiarity with electronic equipment

Benefits:

- Health, dental and vision insurance
- Health Savings/ Flexible Spending accounts
- 401(k) and pension plans
- Life insurance and supplemental insurance
- Paid time off out of the office – Vacation time, Sick time and Paid Holidays
- Employee referral program
- Plus much more!