

Tewksbury Federal Credit Union

Title: Full Time Teller

Reports to: Operations Manager

PRIMARY

- Responsible for performing transactions on member accounts including: deposits, withdrawals, check cashing, account transfers, loan payments, money orders and bank checks.
- Process mail transactions.
- Use, maintain and balance all cash transactions with cash recycler.
- Process member requests for new debit or credit cards, address and name changes.
- Assist members with questions and problems, escalating to a manager when appropriate.
- Process member check orders.
- Greet members in a courteous and helpful manner.
- Maintain confidentiality of member records and relationships.
- Adhere to Bank Secrecy Act, OFAC and USA Patriot Act policies and procedures.
- Complete all required training.
- Perform other related duties as requested or assigned.

SECONDARY

- Function as receptionist or member service representative as needed.
- Answer telephone calls from members and assist them when able, escalate when necessary.
- Open drive-through on predetermined days.

OTHER DUTIES

- Maintain and upgrade knowledge of software – Fiseru Portico, Client Central, Word, Excel.
- Support TFCU's strategic initiatives and community events.
- As assigned.

REQUIREMENTS

- Ability to work accurately and independently
- Possess basic computer skills
- Experience with Word and Excel
- Cash handling a plus
- High School diploma or equivalent

HOW TO APPLY

- Navigate to www.tewksburyfcu.com
- Go to "About Us", then "Careers/Job Openings"

Tewksbury Federal Credit Union is an Equal Opportunity Employer committed to a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to any status protected by applicable federal, state, or local law. Employment is contingent upon successful completion of applicable pre-employment screenings, which may include background, credit, and reference checks consistent with the requirements of the position and applicable regulations. Reasonable accommodations will be provided to qualified individuals with disabilities throughout the application and employment process.

[Know Your Rights: Workplace Discrimination is Illegal | U.S. Equal Employment Opportunity Commission](#)