



Tonawanda Valley Federal Credit Union

10 Jefferson Square, Batavia, NY 14020

585-343-5627

Job Posting: Teller

TVFCU is seeking a candidate with a positive attitude, dependable work ethic, and excellent member service skills for our teller department. The candidate must be available:

Monday through Thursday 8:15 am to 5:30 pm

Friday 8:15 am to 6:30 pm

Occasionally, Saturday hours are scheduled 8:15 am to 12:30 pm

A teller is responsible to serve members with integrity and empathy while completing their account transactions. In addition, a teller must be able to process member transactions on our core software, possess general math and financial skills, and treat all members with respect and dignity. A teller must have precise attention to detail, excellent member service skills, outstanding communication skills, a positive attitude, and must maintain a professional business-casual appearance.

A teller is expected to provide account services to members both in person and over the phone. Account services include: receiving deposits and loan payments, cashing checks, issuing savings withdrawals, transferring funds between accounts, recording night and mail deposits, selling cashier's checks and money orders, selling postage stamps, and processing cash advances on cards. In addition, a teller must nightly reconcile a cash drawer by counting and packaging currency and coin, reconciling loan payment coupons and coin machine transactions, and maintain an adequate supply of coin and currency to serve members. A teller must maintain member confidentiality and act with integrity at all times. A teller is also instrumental in helping members by recommending solutions to their financial questions.

Hourly pay will be based upon experience. A comprehensive benefits package is also available including paid vacation, paid holiday, and paid bonus time; medical insurance; vision insurance; dental insurance; supplemental insurance; 401k and pension plan; tuition reimbursement; and loan rate discounts. All applicants must agree to and pass an employment credit check, in addition to being bondable, due to the nature of our business. TVFCU is an equal opportunity employer.

All applicants should email a resume and cover letter to the attention of Laura Mulvey, HR Consultant at lmulvey@tvfcubatavia.com.