

**City of Boston Credit Union
Teller (Floater)
Job Description**

Overview

Under the direction of the Head Teller, provides various transaction processing to member accounts within the limitations of established policies and procedures.

Duties and Responsibilities:

- Responsible for providing various transactions to member accounts including:
 - Deposit transactions
 - Withdrawal transactions
 - Account transfers
 - Payment transactions
 - Mail transactions
 - Money order/Bank check issuance
 - Check cashing
- Maintain cash securely and within prescribed limits.
- Assist members with questions and problems. When appropriate, escalate problem situations to supervisor.
- Be attentive to the needs of the member and to their presence in the lobby.
- Greet members in a courteous and helpful manner, addressing them by name whenever possible.
- Maintain confidentiality of member records and relationships.
- Perform duties in compliance with various regulations.
- Settle transactional activity on a daily basis.
- Perform other related duties as requested or assigned.
- Compliance with Bank Secrecy Act, OFAC and USA Patriot Act including accurate completion of CTR, Monetary instrument log, and reporting of suspicious activity to supervisor.

Position Requirements:

- High school diploma or equivalent

- Ability to accurately work with figures
- Proficient in the use of computers and other office equipment
- Ability to take direction
- Well organized with good concentration skills
- Professional demeanor with good communication skills
- Ability to work closely with others

Supervisory Scope:

None

How to Apply:

Please email HR@CITYOFBOSTONCU.COM