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