

## **Teller – Lewiston**

The Teller is a full-time position reporting to the Member Services Supervisor and is responsible for the following duties:

- Pleasantly performs efficient and accurate teller transactions.
- Receives checks and cash for deposit, verifies amount, and examines checks for endorsements and items of negotiability.
- Cashes checks and pays out money after verification of signatures and member account balances.
- Enters members' transactions into computer to record transactions, and issues computer generated receipts.
- Consults supervisor to place holds on accounts for uncollected funds.
- Balances, currency, coin and checks in drawer at end of day.
- Verifies, logs and/or posts night deposit transactions.
- Becomes familiar with all Credit union products and services in order to direct members with questions and issues to the correct staff member.
- Other duties as assigned.

Qualified candidates must be detail-oriented, flexible and dedicated to providing exceptional service to our members.

Benefits include a 401(k) plan, health insurance, long-term disability insurance, and earned time.