

1400 Franklin Street  
Houston, TX 77002

713.755.5160  
Fax 713.755.8982

[www.hcfcu.com](http://www.hcfcu.com)



Harris County Federal Credit Union is currently seeking an experienced Teller to join our team in Houston, TX.

### **Job Description**

The primary function of this position is to assist our members in completing their financial transactions while ensuring superior member service to both internal and external members. A key component of this service is accurate teller transactions.

### **Job Responsibilities**

- Delivers a high level of member service to internal and external members in accordance with the credit union's service initiative.
- Meets all established service and referral goals
- Provides information concerning credit union service and policies and refers members to the appropriate specialist in order to meet the member's needs
- Displays working knowledge of the services and products the credit union offers
- Processes cash/ check transactions including deposits, withdrawals, loan payments, transfers, traveler's checks, and money orders
- Processes mail and night drop as necessary
- Performs financial transactions both accurately and efficiently while maintaining confidentiality
- Complies with security regulations and watches out for and recognizes account flags
- Balances cash drawer daily
- Assists in meeting and exceeding individual, team, and credit union goals
- Performs other duties as assigned
- Rotates in the member services area on a monthly basis
- Provides friendly, prompt, professional, and accurate service and support to all members and co-workers.
- Maintains knowledge of financial services offered by the Credit Union
- Maintains a professional work environment and businesslike appearance
- Adheres to company policy regarding attendance and punctuality
- Participates as a team member in the department
- Meets the company requirements and standards as they pertain to drawer accuracy and continuing regulatory knowledge

### **Requirements**

#### **Education and Experience**

- High school diploma or equivalent
- At least 1 year of related experience

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### **Skills and Abilities**

- Must be able to work up to 40 hours per week. Hours and schedule will be determined by department supervisor
- Must have a pleasant personality with the ability to communicate effectively and ability to get along with co-workers and members
- Must be dependable and punctual
- Must be able to retain confidential information and make mature and professional decisions based on knowledge of Credit Union policies and procedures.
- Must be efficient and accurate with a calculator and a computer
- Must be able to handle cash accurately

### **Compensation and Benefits**

- Compensation is commensurate with experience
- Benefits package available

### **To Apply**

If you meet position requirements and wish to be considered for this position, please forward your resume to [humanresources@hcfcu.com](mailto:humanresources@hcfcu.com) or fax it to 713.755.8982.