

1400 Franklin Street
Houston, TX 77002

713.755.5160
Fax 713.755.8982

www.hcfcu.com



We are currently seeking a Part-Time Teller to join our team.

Brief 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.

Essential Responsibilities

- Processes cash/check transactions including deposits, withdrawals, loan payments, transfers, travelers 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
- Rotate in the member services area on a monthly basis
- Responsible for delivering 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
- Has a working knowledge of the services and products the credit union offers
- Performs other duties as assigned

Position Requirements

- High school diploma or equivalent
- At least one year of relevant experience

Skills and Abilities

- To provide friendly, prompt, professional and accurate service and support to all members and co-workers
- To maintain knowledge of financial services offered by the credit union
- To maintain a professional work environment and businesslike appearance
- To adhere to company policy regarding attendance and punctuality
- To participate as a team member in the department
- Position may be scheduled up to 25 hours per week. Hours and schedule will be determined by department supervisor
- Must be able to meet the company requirements and standards as they pertain to drawer accuracy and continuing regulatory knowledge
- Must have a pleasant personality with the ability to communicate effectively

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- Ability to get along with co-workers and members
- Dependable and punctual
- Must be able to retain confidential information
- 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
- Must be able to effectively communicate with members

Compensation and Benefits

Compensation is commensurate with experience

To Apply

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