



## **Full Time Teller**

We are looking for a highly motivated individual interested in joining one of the most innovative Maine-based financial institutions. You will have the opportunity to empower members to better manage their personal finances and be part of a team focused on building relationships and delivering first-class service.

As a proud not for profit financial cooperative, Town & Country supports many charitable causes important to our members and the communities we serve. Habitat for Humanity, the Maine Cancer Foundation, Eastern Trail Alliance and are just a few organizations we not only support financially but with our time. Employees enjoy the opportunity to connect with these and many other organizations through meaningful community projects.

### **Function and Responsibilities**

The Teller assists members with their financial transactions, including deposits, withdrawals, loan payments, transfer of funds, involving paying and receiving cash and other negotiable instruments while confirming member contact and account information. The Teller offers a warm welcome to our members, cross sells products and services, and directs members to appropriate departments for specific information and service. Daily balancing procedures are followed to balance the cash drawer and daily transactions. Upon request complete member service request for debit, credit, mobile and online banking, ACH, stop payments and address other member needs.

### **Education & Experience**

High School education or GED. One year to three years of similar or related experience.

### **Interpersonal Skills**

Work involves contact with persons beyond immediate associates regarding routine matters for the purpose of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (members or vendors), requiring ordinary courtesy in providing assistance and information.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. If an employee requires a reasonable accommodation based on a disability, he or she must notify his or her

direct supervisor or human resources.

- Enters and locates information on computer.
- Presents information to individuals and/or small or large groups.
- Communicates effectively in person or by using electronic equipment and devices.
- Creates documents, reports, etc., using a computer, pen, pencil or other means of recording information.
- Grasps and manipulates objects of different size and weight, requiring fine motor skills and hand-eye coordination.
- Visually locates and identifies information, often in small print.
- Reads information, often in small print.
- Stands for long periods of time
- Repetitive motion with hands and arms while using computer.
- Lifts up to 25 lbs.

### **Location**

This position is assigned to one of our six branches located in Scarborough, South Portland, Portland, or Saco.

### **Benefits**

Medical (HSA), dental, vision, parental leave, vacation, holidays, 401K, commission plan, profit sharing, tuition reimbursement, corporate logo wear, insurance, and credit union product discounts, and much more.