

## **Job Description**

Connected Credit Union is seeking a motivated, energetic individual for a full time member service/teller position in our Augusta office. The chosen candidate will be instrumental in assisting the credit union in building lifelong financial relationships with members while delivering the highest level of service to each member. The desired candidate understands the credit union's products and services and actively promotes these options to best meet member financial needs. He/she will perform a wide variety of member service functions such as opening and closing consumer/business accounts, assisting members to establish electronic service options; processing transactions such as deposits, withdrawals, check cashing; selling money orders, cashier's checks, gift cards; processing loan/credit card payments, handling cash advances and providing members with both direct and telephone assistance; ensuring confidentiality of member records and transactions; performing additional duties as assigned and requested. He/she will be responsible for the accurate and efficient daily balancing of teller work and their cash drawer, as well as assisting with all opening and closing duties of the department. The successful candidate must quickly learn and maintain a thorough understanding of state and federal laws and regulations related to credit union compliance, including bank secrecy and anti-money laundering laws.

## **Job Requirements and Desired Experience**

- Must have achieved a high school diploma or equivalent
- Completion of required credit union courses as assigned
- Six months to two years of similar or related experience
- Experience utilizing windows-based computers and related programs/functions, keyboarding, 10 key calculator, general office equipment
- Must possess good communication skills: verbal, non-verbal, and written
- Professional appearance
- Moderate lifting ability required (up to 35 pounds)
- Ability to stand for periods of time as needed for member service or assigned duties
- Interacts with courtesy, tact, and diplomacy with a focus on teamwork and commitment to attaining goals and objectives of the position as well as those of the credit union.

The successful candidate may be required to pass a skills test, a pre-employment background check, and a drug screening.

In addition to being a supportive employer providing a pleasant work environment, Connected Credit Union is an Equal Opportunity Employer offering excellent benefits including medical, dental, paid vacations/holidays/sick time, life and long term disability coverage, 401(k), tuition reimbursement. Salary will be commensurate with experience.

To explore this opportunity, qualified candidates should forward their resume in confidence to: Kelly Perkins, Connected Credit Union, 85 Civic Center Dr., PO Box 1096, Augusta, ME 04332-1096 or [kperkins@connectedcreditunion.org](mailto:kperkins@connectedcreditunion.org).

## **Company Overview**

Connected Credit Union is a member-owned financial cooperative, democratically controlled by its members, and operated for the purpose of encouraging savings, providing credit at competitive rates, and providing a wide array of financial services to its members.

Originally established in 1967 as the Maine Teachers Association Credit Union, we have grown and evolved to become today's Connected Credit Union serving 8,400 members with assets of over \$107 million. We currently meet our members' financial needs from our offices located in Augusta and Winslow.

## **Mission Statement**

Building lifelong financial relationships; get connected, stay connected.

**Connected Credit Union, PO Box 1096, Augusta, ME 04332-1096; [www.connectedcreditunion.org](http://www.connectedcreditunion.org); EOE**