

## **Float Teller Riverside & Broadway Offices**

Evergreen Credit Union

Evergreen Credit Union, a community credit union since 1951 and was voted one of the Best Places to Work in 2016, 2017 and 2018. This Float Teller for its Riverside and Broadway Offices.

Responsibilities in this position include:

- Receives and processes member financial transactions, including deposits, withdrawals, and loan payments; sells money orders, transfers funds from members accounts as directed.
- Welcomes members and provides routine information concerning services and directs members to the appropriate department for specific information and service.
- Post transaction to member accounts and maintain member records.
- Balances cash drawer and daily transactions.
- Cross-sells credit union services.
- Performs a variety of miscellaneous tasks including typing, filing, computer input, and answering the telephone.

Requirements for this position include up to six months of similar or related experience, a significant level of trust and diplomacy in addition to normal courtesy and tact. Ability to be accurate in the job duties, aptitude to learn and maintain multiple systems, excellent communication and organization skills.

Evergreen Credit Union offers competitive pay and benefit package. Qualified individuals interested in joining the ECU family should send a letter of interest and resume to:

Evergreen Credit Union  
Attn: C. Lestage – Human Resources  
P. O. Box 1038  
Portland, ME 04104-1038  
Or email: [clestage@egcu.org](mailto:clestage@egcu.org)

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