



Toledo Teachers Credit Union, Ltd.

Queen Street, Punta Gorda Town

Post Office Box 95

Toledo District, Belize C. A.

Phone Nos: (501) 722-2522, 722-0060, 722-0056, 671-2522

E-mail: admin@ttcupg.org

VACANCY – TELLER

Suitable applicants are hereby invited for the post of **Teller (Main Office)** at the Toledo Teacher's Credit Union Ltd. The Teller is responsible for providing efficient, accurate, and courteous financial services to members. The Teller is also expected to safeguard members' funds and confidential information while ensuring compliance with the credit union's policies and procedures. The Teller reports to the Operations Manager and is a crucial part of the frontline for TTCU.

Responsibilities will include:

- Receive and process cash deposits, withdrawals, loan payments, and other financial transactions.
- Verify transaction details, signatures, identification, and supporting documentation.
- Balance cash and transactions at the beginning and end of each working day.
- Maintain accurate transaction records and report cash discrepancies promptly.
- Provide professional, friendly, and efficient service to members.
- Maintain confidentiality of member information and financial records.
- Identify and report suspicious transactions or unusual account activity in accordance with established AML Compliance procedures.
- Assist with other operational duties as assigned by the supervisor.
- Maintain confidentiality of member information and comply with data protection requirements.
- Adhere to TTCU's code of ethics, policies, and procedures at all times.
- Participate in training programs to maintain knowledge of products, systems, and regulatory requirements.
- Contribute to a positive team environment and support branch objectives.

Required Skills:

- Strong verbal and written communication skills
- Professional interpersonal skills
- Ability to follow internal controls, policies, and procedures consistently
- Ability to work collaboratively with colleagues across departments.
- Basic computer proficiency, including experience with core banking systems and Microsoft Office applications.
- Cash management and transaction accuracy
- Integrity and accountability
- Attention to detail
- Proper time management

Toledo Teachers Credit Union is a viable, innovative, socially responsible and transparent financial institution that provides the most efficient, reliable, convenient and competitive financial services to its member-owners and community through education, the use of modern technology, good governance and sound financial management practices.



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Qualifications:

- Associate degree or diploma in Business Administration, Accounting, Finance, or a related field.
- Previous experience as a teller is an asset.
- Previous experience in cash handling, customer service, or financial services.

Application packages MUST include:

- Letter of Application
- A current Curriculum Vitae/Resume
- Copies of Relevant Diplomas/Certificates
- Two letters of recommendation or references
- A recent Police Record.
- Valid Social Security Card or Passport (Belize)
- Recent Medical Examination Report

Work Station: Main Office, Punta Gorda Town, Toledo District

Deadline for submission of application is October 23rd, 2026.

Packages can be addressed to:

Mr. Rodrick Williams
General Manager
Toledo Teachers Credit Union Ltd.
Queen Street
Punta Gorda Town
Toledo District

Application packages can be submitted at the Main or the Branch Office.

Submission of digital applications can also be sent to careers@ttcupg.org