

Order Number:

NY1667453

Date Job Order Received:

06/27/2026

Number of Openings:

1

Company Name:

Community Financial System, Inc.

Job Title:

Teller

Minimum Experience Required:

No experience requirement provided.

Job Description:

Overview At Community Financial System, Inc. (CFSI), we are dedicated to providing our customers with friendly, personalized, high-quality financial services and products. Our retail division, Community Bank, N.A., operates more than 200 customer facilities across Upstate New York, Northeastern Pennsylvania, Vermont and Western Massachusetts. Beyond retail banking, we also offer commercial banking, wealth management, investment management, insurance and risk management, and benefit plan administration. Just as our employees are committed to helping our customers manage their finances, we're committed to our employees. After all, they make it happen for our customers every day. To ensure our people can enjoy long and successful careers here at CFSI, we offer competitive compensation, great benefits, and professional development and advancement opportunities. As an equal-opportunity workplace and affirmative-action employer, we celebrate and support a diverse workplace for the benefit of all: our employees, customers and communities.

Responsibilities A Teller is responsible to create and deliver a positive customer experience while conducting financial transactions. This position requires an individual with a positive attitude, who is a team player, and who is able to actively listen for customer financial needs in order to refer them to the appropriate bank product or bank representative. A Teller must be able to adapt well to the changing workplace environment such as customer service complaints; maintain the security of customer information; prioritize items of significance; and maintain responsibility for assigned cash drawer. Essential Responsibilities: * Provide quality customer service and a positive banking experience by handling financial transactions (i.e. cashing checks, handling deposits/withdrawals, etc.) with a professional attitude * Actively listen for potential sales opportunities to promote specific bank products and services, and refer customers accordingly * Conduct customer transactions with accuracy and prepare daily cash balancing within established guidelines * Ability to understand direction and adhere to established policies and procedures * Other related duties as assigned or directed * Maintain proficient knowledge of, and demonstrate ongoing compliance with all laws and regulations applicable to this position, ensure ongoing adherence to pertinent policies, procedures and internal controls, and meet all training requirements

in a timely manner * May be called upon to travel to other branches in the area to provide support as needed and to ensure proper staffing levels
Qualifications
Education, Training and Requirements: * High School Diploma or GED Required * All applicants must be 18 years of age or older * Travel is required to surrounding branches as needed
Skills: * Basic math and computer skills * Documentation skills with attention to detail * Professional and friendly interpersonal and communication skills * Clear thinking and ability to stay focused * Must be able to consistently demonstrate the Company's core values: a strong work ethic, integrity, respect for others, responsibility, transparency and humility
Experience: * Prior customer service skills preferred * Prior customer service skills preferred
Other Job Information
Hours: 35 hours per week
Compensation: Commensurate with experience plus potential for annual merit increase. In addition to your competitive salary, you will be rewarded benefits including: 11 paid holidays, paid vacation, Medical, Vision & Dental insurance, 401K with generous match, Pension, Tuition Reimbursement, Banking discounts and the list goes on! **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 job.

Job Location:

LYONS FALLS, New York 13368

Pay:

\$21.53 - \$21.53 Hourly

Benefits:

No benefits specified.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not Specified

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

High School Diploma

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site: <https://labor.eightfold.ai/careerhub/explore/jobs/844768664513412>

