

Department: Data Processing & Information Technology

Reports to: Vice President of Operations

Supervises: None

Summary: The Data Processing Clerk is responsible for efficiently performing operational support duties of the Data Processing Department. They perform daily operations of core processing systems, process requests from Bank personnel and customers, review reports, prepare correspondence and participate in special department projects.

Data Processing Clerk

Major Duties & Responsibilities

- Performs daily operations of core processing systems, including intraday, nightly, and month end processing, computer operation, sorting, statement preparation, proof and other support roles.
- Processes requests from Bank personnel and customers within given authority and ensures requests are completed in a timely fashion.
- Provides back room support for the bank's wire transfer and ACH activities via the bank's preferred provider. This includes proper documentation and verification of incoming/outgoing wires as well as ACH file activity (ACH returns, research, etc.)
- Performs all duties related to the processing of the bank's checks, tickets, or other transactional documents (back counter scanning). This includes retrieval of these documents from other areas of the bank and assuring all daily work has been submitted.
- Performs all tasks to maintain the bank's debit card processing unit. This includes card ordering, activation, and customer requests/questions.
- Reviews and balances various accounts and or operations, specifically ATM, DDA, Cash Items, and daily proof totals.
- Maintains and manages the bank's returned mail insuring proper distribution of sensitive, non-public information to the appropriate parties.
- Promotes and explains other financial institution services such as online and mobile banking, consumer and mortgage loans, IRAs, certificates of deposit, and safe deposit boxes.
- Participates in special department projects and other duties as assigned.

Preferred Education & Experience

- This is an operations critical position with required responsibilities that must be performed efficiently and timely. Many responsibilities have deadlines for information submission and must be adhered to daily, so attention to detail is required.
- High school diploma or equivalent.
- Successful completion of in-house training program or other approved training program.
- Good interpersonal communication skills.
- Ability to operate standard office equipment such as personal computer, adding machines, fax machine, scanners, and copiers.

Bank Secrecy Act

In the performance of respective tasks and duties, the employee is expected to maintain knowledge of and ensure compliance with Bank Secrecy Act regulations and all other regulatory, security and bank policies.

Physical /Work Conditions

In the performance of respective tasks and duties, the employee is expected to successfully perform the essential functions of the position. Reasonable employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. While performing duties the employee is required to sit, talk, hear, lift up to 20 lbs., and may be required to work evenings and/or weekends, attend remote meetings and/or to travel.

Company Conformance

In the performance of respective tasks and duties, the employee is expected to successfully perform quality work within deadlines with or without supervision, interact professionally with other employees, customers and suppliers; work effectively as a team contributor on all assignments and work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Other Duties

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.