

Bookkeeper Job Description

Summary: Assist with the daily operations of the department and perform other duties as assigned and/or necessary

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Processes unposted and other exception items
- Processes incoming returned checks
- Reconciles internal official check accounts, Bond Accounts, correspondent bank account and GL Accounts
- Processes and monitors stop payments
- Processes wire transfers
- Assists in the administration of ACH transactions and related originator analysis
- Assists in the administration of the bank's BSA program
- Assists in preparation of schedules and documents for various audits
- Flags deceased customers and monitors activity to ensure certain transactions are rejected as appropriate
- Performs address changes and the tracking of returned mail for deposit accounts
- Works with correspondent bank to handle check adjustments and other items requiring research
- Works with and assists branches with operational issues
- Works with eStatement requests and processing
- Assists with the processing of overdrafts, and handling of delinquent and charged off deposit accounts
- Assists in the handling of garnishments, levies, and withholding orders received
- Performs a variety of account maintenance including flagging accounts, changing customers' status, and boarding accounts onto the core system
- Assists customers with account questions, statement balancing, product support, account maintenance, online/mobile banking, mobile deposit, and debit cards
- Perform daily update/backup tasks
- Understands and follows bank/department regulations, policies, and procedures, and participate in all compliance-related training
- Maintains the highest level of confidentiality/privacy of information

Education & Experience:

- High school diploma or equivalent
- 1-3 years of Bookkeeping type experience preferred
- Proficient skills in Microsoft Word and Excel
- Strong verbal and written communication skills
- High degree of accuracy and attention to detail

Competitive salary commensurate with experience