

Position Description: Accounting Clerk I

Reports to: SVP & Senior Accounts Officer

Classification: Non-Exempt

Position Description:

Performs routine accounting activities such as maintenance of the general ledger, balancing of accounts, and preparation of various accounting statements/financial reports. Reviews CIP forms, OFAC Check Lists, and the scanning/processing/balancing of daily transactions. Responds to customer account questions, addresses various plastic card issues, and assists with the daily IT processing.

Essential Functions:

1. Answer customer calls regarding their accounts or debit cards.
2. Reconcile various accounts including but not limited to ATM, ATM Clearing Account, un-posted, balance daily transactions on Correspondent bank accounts.
3. Loan Scanning/General Scanning/Electronic File Cabinet/Safe Deposit Boxes.
4. Balance daily ATM transactions, TXS totals to appropriate GL/DDA accounts, and service the ATM machines as needed.
5. Manages and limits the need for Accounting overtime.
6. Consistently improves professional knowledge of position duties by seeking out and taking advantage of educational opportunities, both through DSB and independently.

General Duties:

1. Weekly review of CIP forms, generate CIP Exception List to be reviewed with bank officers.
2. Review compromised card list and if needed contact affected customers. Hot card their card if required.
3. Complete the daily processing including the processing of wires, ACH, and returns.
4. Raise/lower debit card limits and process card disputes.
5. Order debit cards, process fraud alerts, and process stop payments.
6. Support Teller area every other Saturday and as needed .
7. Other duties as assigned.
8. Keep current with the latest trends, regulations, and issues regarding debit cards.

Professional Standards:

1. Maintain professional appearance.
2. Maintain excellent attendance record, including punctuality and preparation.
3. Ability to work under pressure, including prioritizing.
4. Follow through on all assigned projects with timely updates.
5. Displays problem solving skills.
6. Maintain professional relationship with all employees and customers.

Knowledge and Skills:

1. Associate's Degree or 2 years of similar or related experience.
2. Familiar with standard concepts, practices, and procedures within a particular field.
3. Relies on limited experience and judgment to plan and accomplish goals.
4. Ability to set department goals and work with others or alone to accomplish those goals.
5. Ability to effectively communicate technology, infrastructure and process needs and requirements with all personnel levels via oral/written communication.
6. Manage multiple projects, meet dead-lines, and work with multiple levels of staff.
7. Ability to perform job functions and duties with limited outside 3rd party assistance and/or consulting services.