



Deposit Operations, Imaging & Review Specialist I

Location: Cassville

Department: Deposit Operations/Compliance

Reports to: Compliance Officer

Hours: Full-time, Monday-Friday

Job Summary:

The Deposit Operations Specialist I manages the flow of deposit documents from branches, reviews documents and core system data for accuracy, images and logs documents.

Essential Job Functions:

1. Process and organize documents from various branches.
2. Monitor daily new deposit account production.
3. Review documents for accuracy, completeness, signatures and alterations.
4. Review accounts loaded on core system for accuracy.
5. Image, log, and file documents once review is completed.
6. Record and follow up incomplete or missing documentation.
7. Other duties that may be assigned.

Job Requirements:

- 1+ year of banking experience preferred.
- Extremely detail oriented.
- Self-starter who is organized, efficient, and has great time management skills.
- Ability to multitask.
- Excellent oral and written communication skills.
- Ability to communicate in English.
- Excellent work habits, attendance, and ability to follow policies and procedures.

Physical & Environmental Conditions:

- This position exists in an office environment requiring the individual to perform normal activities including, but not limited to, lifting, filing and retrieving, operating office equipment, etc.
- Must be able to remain seated for long periods of time.

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- Must be very mobile because files and equipment used may not always be close at hand.

Working Relationships:

- All bank management and associates
- Customers and potential customers (in person and by phone)

Education:

- Minimum education level - A high school diploma or equivalent required.

Supervisory Responsibilities:

- Does not normally supervise subordinates.

Note: This position description is intended to describe the nature and level of work performed by the associate assigned to this classification. It is not an exhaustive list of all responsibilities, duties, skills required for associates in this classification.