

Knowledge, Skills, and Abilities

Knowledge of personal computers and data processing systems associated with banking operations is required. Knowledge of automation principles and current software/hardware applications is essential. This job requires the ability to meet established deadlines, work productively in groups and individually, communicate effectively in writing and orally, operate standard office equipment, work extended hours occasionally, and travel to various bank locations and training activities as needed.

Position Requirements

Graduation from high school (or equivalent). A minimum of 3 years direct experience in banking, preferably in bookkeeping operations. Must have direct experience with bank data processing systems. Proficiency in word processing and spreadsheet software is highly desirable. Use of personal vehicle is necessary.