



Independence

BANK

Banking on the Hi-Line

Bookkeeper POSITION SUMMARY

This position is responsible for the accurate and courteous processing of internal and external inquiries and requests, contributing to the effective and efficient operation of Bookkeeping. Work as customer service representative in person and over the phone for the Operations Dept.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with data and spreadsheets to assist department managers/supervisors in general operations efficiencies and processes and in conjunction with day-to-day operations. Perform general ledger and internal account reconciliation.
- Assist customers with wire and transfer requests, statement research, and all other inquiries as they pertain to deposit accounts.
- Perform research, preparation of various reports, deposit adjustments, and special handling requests generated from all branches.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

A High school diploma or general education degree (GED) with two years bank experience preferred.

OTHER SKILLS and ABILITIES:

Ability to keyboard, use a computer and applicable software, including Word and Excel; use a 10-key, copier, and postage machine

For a full job description and physical demands, please contact the Human Resources Department. Independence Bank EEO/Employer/Vet/Disabled