



Independence

BANK

Debit Card/Bookkeeping Assistant

POSITION SUMMARY

This position will primarily serve as back-office support to the debit card and bookkeeping departments and will work closely with the Debit Card Specialist.

They will work closely with the Debit Card Specialist on any debit card related projects such as updating programs, scanning and documenting retention for both the Debit Card & Bookkeeping department. This position requires a high level of customer service.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to execute each essential duty proficiently. Must have the ability to type precisely using a keyboard /10-key. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION: High School diploma or equivalent degree (GED) with two or more years of banking experience preferred.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hands to handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, and peripheral vision

For a full description and a full list of physical demands, please contact the Human Resources Department.

Independence Bank EEO/Employer/Vet/Disabled