

Deposit Services Clerk

South Louisiana Bank
1362 W. Tunnel Blvd., Houma, LA (985) 851-3434

Hours: Monday – Friday, 8:00am – 5:00pm;

In addition, employee must be available to meet deadlines, which may require working after hours, on weekends and/or holidays.

Essential Duties

- Prepare Charge-off and Write-off Accounts for collection procedures.
- Be proficient in electronic banking duties (recon, checkback, debit cards, etc.).
- Process reports (Stop & Hold Maintenance Report & DDA Deficit Balance Report).
- Process recoveries of negative-balance DDA accounts.
- Process Credit Rating.
- Perform bank research.
- Accept and place stop payments, holds and Reg CC holds.
- Process deposit operations, such as:
 - *Return Mail
 - *Item Entry
 - *Succession Letters
 - *Privacy Codes
 - *Death Certificates
 - *Court Orders
 - *Closed Account forms
- Perform general clerical and customer service duties, such as assisting customers in person, via telephone, or via chat, filing, data entry, office machine usage, etc.
- Remain proficient at all other deposit operation duties in deposit services area (such as proof operation, bulk filing, lock box and postal mail).
- Perform all other duties as assigned.

Qualifications:

- High School Diploma required; Post-secondary education preferred.
- 3 – 5 years of banking experience required.
- Extensive typing, number keypad and computer skills (Microsoft Office & Internet) required.
- Self-starter, quick learner, ability to deal effectively and professionally with co-workers and customers

Requirements:

While performing duties, the employee is required to sit, stoop, lift up to 10 pounds, type, the ability to communicate effectively with others, and will be required to work evenings and/or weekends, attend remote meetings/trainings and/or travel.

In the performance of respective task and duties, the employee is expected to conform to the following:

- Successfully perform quality work within deadlines with or without supervision
- Interact professionally and confidently with other employees, customers and contacts
- Work effectively as a team contributor on all assignments
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations

This job description in no way should be construed as a contract for employment. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to the job at any time.

South Louisiana Bank is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.