

South Louisiana Bank
Deposit Operations Clerk

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

Hours: Monday – Friday 8:00am – 5:00pm*

*Must be available to meet deadlines which may require employee to work after hours, on weekends, and/or holidays

Department: Electronic Banking

Reports to: Jennifer Bourg, Operations Officer

Essential Duties:

1. Provide customer support on all electronic banking solutions over the phone and in person
2. Process internet banking setups
3. Reconcile tellers, internal bank accounts, remote ATMs and prepare entries for balancing
4. Process closed account checklist
5. Maintain applicable reports to ensure compliance and accuracy
6. Ensure proper procedures are followed (new account set-ups, verify documentation, BSA procedures)
7. Process ACH Files for ACH Origination customers and process ACH return items
8. Maintain debit and ATM cards (new orders, replacements, fraud cases, risk cases, etc.)
9. Track volume of electronic activity
10. Process change of address forms
11. Key punch transfer items
12. Scanning, indexing, and verification of deposit account documents
13. Sell bank services (Debit Cards, Internet Banking, and e-statement, etc.)
14. Stay knowledgeable of regulatory changes
15. Filing, verify scanned documents for retention
16. All other duties assigned

Cross train for back up on other duties in department.

Qualifications of Job:

- Associate degree preferred (Accounting or business related field) or equivalent banking experience
- Extensive computer skills preferred (Microsoft Office Suite, other software programs)
- Banking experience preferred
- Ability to solve customer and employee problems via telephone (and in person) with tact and pleasant, positive attitude is required

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.

Please contact the Human Resources Department if you meet the requirements and wish to be considered for this position. (985) 851 - 3434

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, national origin, veteran, or disability status.