

# **Deposit Services Clerk**

South Louisiana Bank

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

**Hours:** Monday – Friday, alternating 8 hour schedule (8-5,7-4,9-6)  
In addition, employee must be available to meet deadlines, which may require working after hours, on weekends and/or holidays.

## **Essential Duties**

1. Examine positive pay, high dollar & multiple signature transactions.
2. Process (examine, file, reconcile) official checks
3. Process encoding issues.
4. Process Credit Rating.
5. Perform bank research.
6. Accept and place stop payments, holds, ACH disputes and Reg CC holds.
7. Process deposit operations tasks, such as:
  - \*Return Mail
  - \*Online Transactions
  - \*Succession Letters
  - \*Privacy Codes
  - \*Death Certificates
  - \*Court Orders
  - \*Closed Account forms
8. Perform general clerical and customer service duties, such as assisting customers and co-workers, in person, via telephone, or via chat, filing, data entry, office machine usage, etc.
9. Crosstrain, and remain proficient, for all other deposit operation duties (such as remote printing, bulk filing, returned mail, lock box and postal mail).
10. Stay knowledgeable of regulatory requirements.
11. 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.

**If you meet the requirements and wish to be considered for this position, please call the Human Resource Department at 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 or national origin.