

Deposit Operations Position Available

Review Processor

Job Responsibilities

- 1) Pulling Internal and External Reports
- 2) Review and Release Wires
- 3) File Maintenance Input and Review
 - a) Document Review
 - b) Card Order Review
 - c) Stop Payment Review
- 4) Safe Deposit Box (SDB) Custodian
 - a) Coldwater Main
 - i) Customer Box Access
 - ii) Box Maintenance
 - iii) Locksmith Drillings
 - b) SDB branches
 - i) Review Daily SDB File Maintenance
 - ii) Review daily and monthly billing
 - iii) Verify and maintain SDB branch audits
- 5) Internal Account Balance
- 6) Phone transfer review
- 7) Review online banking accounts for errors
- 8) IRA review
- 9) Departmental shared responsibilities
 - a) Mail processing rotation
 - b) Phone coverage
 - c) Saturday rotation (every 3 to 4)

Job Skills/Experience

- 1) Professional telephone etiquette
- 2) Excellent written communication skills
- 3) Ability to
 - a) Multi-task and prioritize
 - b) Detail Oriented
 - c) Work independently with little supervision
 - d) Work well with others
 - e) Have a positive “team player” attitude
 - f) Easily adapt to changes and new technologies
 - g) Willingness to grow and excel with everchanging positions

This busy position allows for interaction with customers as well as CB&T staff members. The position structure requires a disciplined individual who can maintain a quick pace and work well independently as well as working with others. Training is provided on the job including detailed procedures for each job task. Banking experience and a functional understanding of Fiserv's systems and a working knowledge of Microsoft's Excel, Word and Outlook are preferred.