

**The Eastern Colorado Bank**  
**BOOKKEEPER OPERATOR JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Bookkeeping Operator</b>	<b>LOCATION:</b>	<b>Cheyenne Wells, CO</b>
<b>FLSA:</b>	<b>Non-Exempt</b>	<b>REPORTS TO:</b>	<b>Bookkeeping Operations Officer</b>
<b>SEGMENT:</b>	<b>Operations</b>	<b>SALARY RANGE:</b>	<b>Discussed at Interview</b>
<b>CATEGORY:</b>	<b>Full Time</b>	<b>TRAVEL REQUIRED</b>	<b>0-5%</b>
<b>SHIFT:</b>	<b>Monday-Friday; 8:00 a.m.–5:00 p.m.</b>	<b>DATE:</b>	<b>May 11, 2021</b>

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**SUMMARY**

The Eastern Colorado Bank, is seeking a full-time **Bookkeeping Operator**. We are looking for an energetic person comfortable with maintaining and coordinating their own work efforts and having flexibility and diversity in their duties. Applicant must be detail oriented and must possess a high level of organizational skills. Previous banking experience is a plus, but not required. High comfort level with ten-key, keyboarding and working with computers required. An understanding of Microsoft Word and Excel are also helpful.

This position has very little face-to-face contact with the customer base but does require telephone contact with customers. It is part of the bookkeeping operations department of the bank; therefore, a high percentage of activity is balancing dollar amounts from an external source to reports from the bank's software system. Telephone conversations with customers diagnosing and correcting software issues related to online banking and mobile banking. Applicant will be expected to know the bank's software system adequately in order to provide the necessary reports to the other departments of the bank.

The banking industry is highly regulated and very confidential. All personnel are expected to be compliant at all times. Bank training and knowledge of bank policy is on-going year round. Each position has a check list that must be completed each day.

The majority of all exceptions are funneled through the bookkeeping department searching for solutions. This involves understanding the flow of the transaction in order to determine how corrections need to be posted. Applicant will be expected to interact with the other departments of the bank to determine what the exception is and what the expected results should be.

A Bookkeeper Operator is broken into several Operator positions that rotate weekly. Generally, the positions are all-day jobs with very little that can be left until the next day. Cross-training is very important to cover for days off and sick days.

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### **ESSENTIAL DUTIES OF THE BOOKKEEPER OPERATOR**

Operators are rotated every week on Thursdays, following is a overview of processes that they as a team accomplish daily.

1. Distributes reports to all officers and departments.
2. Reviews/balances General Ledger
3. Reviews/balances proof batches
4. Balances ATM transactions.
5. Balances ACH Transactions
6. Balances Incoming Cash Letters.
7. Process the OD/Return Item Review
8. Prepares file for deposit item returns
9. Generate ACH Return Files.
10. Create, print and mail any necessary notices.
11. Corrects rejects
12. Handles posting exceptions
13. Exchange files with Correspondent Bank
14. Monitor creation of ACH batches by customers, report exceptions if needed.
15. Release wires through out the day, balance at end of day and create any related reports.
16. Verifies posting on Savings, CDs, Loans, and Safe Deposit Boxes.
17. Prepare documents for destruction
18. Enters new accounts and account changes upon request into core system, this will be reviewed the next day using appropriate dual control
19. Review input from other departments for accuracy
20. CDARS Posting.
21. Scans over the counter proof items, corrects any errors while scanning, transmits the items and prints balancing report.
22. Checks all possible check card fraud alerts and takes immediate action.
23. Processes new charge backs and monitors progress of existing chargebacks.
24. Monitors for OFAC matches with customer database and any incoming files
25. Upload and review documentation stored in our cold storage product

Dual control is always required (if you input the information, you cannot double check it).

All positions run from 8:00 am until job is complete, generally 5:00 pm.

One hour lunch is given in two shifts:

First shift 11:30 am to 12:30

Second shift 12:30 to 1:30 pm.

Other Job Requirements:

1. Frequent customer contact on the phone
2. Communication with branches
3. Maintaining archive in the basement
4. Assisting other departments with core use
5. Creating and delivering miscellaneous reports
6. Bi-weekly Staff Meetings
7. Monthly Employee Meeting
8. Employee Conference Columbus Day Monday—attendance required
9. Mandatory online training classes
10. Must read bank policies and adhere to those policies

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### **ESSENTIAL DUTIES OF BEING AN EMPLOYEE OF THE EASTERN COLORADO BANK**

1. Treats people with respect; keeps commitments; inspires the trust of others; works ethically and with integrity; upholds organizational values; accepts responsibility for own actions.
2. Follows policies and procedures; completes administrative tasks correctly and on time; supports the Bank's goals and values; benefits the bank through outside activities.

### **SECONDARY DUTIES**

The position of Bookkeeper Operator performs duties specific to the position and other functions as assigned.

### **SUPERVISORY RESPONSIBILITY**

The Bookkeeper Operator position is not responsible for the supervision of any employee(s).

### **MINIMUM REQUIREMENTS**

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

1. Applicant must have high school diploma or equivalent.
2. Exceptional organizational and time management skills.
3. Exceptional skills in computer terminal and personal computer operation; mainframe computer system; word processing and spreadsheet software programs.
4. Exceptional typing skills to meet production needs of the position.
5. Intermediate math skills.
6. Exceptional verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, write reports, correspondence and procedures, and speak clearly to customers and employees.
7. Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
8. Ability to work with no supervision while performing duties.
9. Current Colorado driver's license and a vehicle with appropriate insurance coverage if required to drive in the course of performing assigned duties and responsibilities.

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Management reserves the right to change this position description at any time according to business needs.