

**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>\$17.00-\$20.00 per hour dependent on level hired \$1.00 per hour additional pay if Bilingual in English &amp; Spanish</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>January 2, 2024</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.

The Bookkeeping position has four (4) levels, increasing in expertise and complexity. The salary range encompasses the starting salary for each of these levels. Previous banking experience may qualify a candidate for consideration for a higher level. If hired, each Banker is evaluated semiannually for advancement.

- Level 1 - Associate Bookkeeper
- Level 2 – Bookkeeper
- Level 3 – Bookkeeper II
- Level 4 – Senior Bookkeeper

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 an 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 Zelle Transactions
6. Balances ACH Transactions
7. Balances Incoming Cash Letters.
8. Process the OD/Return Item Review
9. Prepares file for deposit item returns
10. Generate ACH Return Files.
11. Create, print and mail any necessary notices.
12. Corrects rejects
13. Handles posting exceptions
14. Exchange files with Correspondent Bank
15. Monitor creation of ACH batches by customers, report exceptions if needed.
16. Release wires throughout the day, balance at end of day and create any related reports.
17. Verifies posting on Savings, CDs, Loans, and Safe Deposit Boxes.
18. Prepare documents for destruction
19. Maintenance new accounts and account changes upon request into core system, this will be reviewed the next day using appropriate dual control
20. Review input from other departments for accuracy
21. CDARS Posting.
22. Occasional scanning of over the counter proof items, corrects any errors while scanning, transmits the items and prints balancing report.
23. Monitors for OFAC matches with customer database and any incoming files
24. 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. Occasional 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. College degree is not required but some business classes are a plus.
2. Applicant must be willing to load applications (apps) on their personal cell phone for multi-factor authentication and other restricted user access purposes. Applicant agrees to bring their personal cell phone to work daily to perform these limited functions, while abiding by our acceptable use policy on cell phone usage. These applications will have no tracking or monitoring capabilities.
3. Exceptional organizational and time management skills.
4. Exceptional skills in computer terminal and personal computer operation; mainframe computer system; word processing and spreadsheet software programs.
5. Exceptional typing skills to meet production needs of the position.
6. Intermediate math skills.
7. 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.
8. Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
9. Ability to work with no supervision while performing duties.

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.