



Job Title: Bookkeeper
Location: Francesville
Classification: Non-Exempt

Days of work: Monday-Friday
Position Type: Full-time

Summary

This position performs a variety of routine accounting and clerical duties in the bookkeeping department.

Essential Functions

- Balance and handle rejects in applications such as Savings or General Ledger (GL) accounts, such as and including Unpostable GL account.
- Process exception items and return items in Image EIP.
- Process online NSF items after decision-making process.
- Verify Stop Payment forms are completed accurately and process Stop payments.
- Perform various file maintenance on accounts.
- Answer the phone courteously and in a timely manner. Handle telephone inquiries and customer telephone transfers. Cross-sell Bank services, such as Online banking. Refer clients to other departments, as necessary.
- Perform wire transfer data entry.
- Verify redeemed savings bonds, interest and end-of-year reporting and prepare for SmartBranch.
- Balance Teller Cash Report to the Cash GL.
- Run the sweep repo software to produce daily notices.
- Use NuPoint recon to reconcile various internal checking accounts.
- Perform backup duties for Mobile Deposits and contact customers if checks are not properly endorsed.
- Perform backup duties for the NSF's for the ODP Administrator.
- Conduct research of items as requested.
- Assist in record retention duties such as shredding out-of-date items.
- Work on dormant accounts and old outstanding items in preparation for Unclaimed Property reporting.
- Work cohesively as a TEAM.
- Attend webcasts, seminars, and other training as appropriate; in addition; complete all Bank eLearning courses in timely manner.
- Willingness to take on new responsibilities and challenges.
- Participate in bank and community activities.

Education and Experience

- High school diploma or (GED) required.
- 1-year Banking and/or Bookkeeping experience preferred.
- Proficient computer skills required.