

Senior Checking/Checking Account Clerk

SUMMARY:

The Senior Checking/Checking Accounting Clerk's primary responsibility is to assist customers with problems and questions concerning the operation of their checking accounts, and maintain files relating to customer use of these services plus other transaction accounts.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Responsible for the entire checking/checking account operation
- Responsible for daily clearings from the teller department, N.S.F. transactions and reports, ordering new checks for customers, opening new accounts, performing stop payments, researching and balancing, wire transfers, and all direct deposit transactions, such as Social Security checks.
- Processes record keeping and paperwork associated with customer use of all accounts under the jurisdiction of this Division.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)