

Electronic Banking Clerk

SUMMARY:

Performs clerical, computer related, and electronic transaction functions in the Electronic Banking Department, which includes the ACH, ATM, POS and Plastic Card operations.

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

- Maintains a current and thorough knowledge of the products and services provided by the credit union and how Electronic Banking (EB) systems interface with and support those products and services.
- Maintains a thorough knowledge of all EB policies and procedures, protocols, authorizations, interfaces with external EB systems, as well as emerging EB technology and applications.
- Responsible for the accurate and timely processing of all electronic banking transactions including: ATM, ACH, Plastic Card, Sharedraft, PRD, Direct Deposit, and entitlement payments from government and other organizations. (e.g., Social Security, ADC, pension)

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