FIRST COMMUNITY BANK JOB DESCRIPTION

Job Title: Wire Transfer Clerk FLSA Status: Non- Exempt

Supervisor: Bookkeeping Supervisor Location: Corporate

Position Summary

The position of Wire Transfer Clerk is primarily responsible for the bank's wire transfer activity. Other duties include processing ACH downloads and assisting customers with service inquiries received telephonically. The position is also responsible for assisting other bookkeepers with daily functions.

Essential Duties

Duties performed by the Wire Clerk include processing all incoming and outgoing wire transfer requests to include verification of customer authorizations for wire transfer activity, performing callbacks when required, logging of all wire activity, and maintaining wire authorization records; processing ACH transmissions daily (origination file downloads) with attention given to proper authorizations and observance of stated limits; handling customer service calls from customers in a timely manner; sorting of all daily reports generated by the data processing system and distributing to appropriate staff; and verifying all checks over \$5000. The Wire Clerk also processes credit and balance verifications and maintains records as required.

Secondary Duties

Additional duties assigned to Wire Clerk include data entry of account analysis activity generated by bookkeeping department, performing research when necessary, scanning of required documents for imaged document retrieval, and miscellaneous duties as assigned.

Physical Activity

This job requires lifting of equipment and/or supplies not to exceed 40 pounds. Mobility demands include standing, sitting, stooping, reaching, and crouching. Extensive computer usage and highly concentrated visual work is routine, and detailed information through verbal and written communication is given and received.

Knowledge, Skills, and Abilities

Knowledge of personal computers and data processing systems associated with banking operations is required. Knowledge of automation principles and current software/hardware applications is essential. This job requires the ability to meet established deadlines, work productively in groups and individually, communicate effectively in writing and orally, operate standard office equipment, work extended hours occasionally, and travel to various bank locations and training activities as needed.

Position Requirements

Graduation from high school (or equivalent). A minimum of 3 years direct experience in banking, preferably in bookkeeping operations. Must have direct experience with bank data processing systems. Proficiency in word processing and spreadsheet software is highly desirable. Use of personal vehicle is necessary.