CommunityBanc, Inc.

Notice of Open Position

THIS POSITION IS NOW OPEN:

Job Title:	Electronic Banking Specialist I
Company/Department:	The Community Bank/EB/IT
Location:	Downtown Zanesville
Supervisor:	Susie Willison, VP/EB Officer
Schedule:	M-F, 8-5 (hours may vary at times and some Saturdays may be included)

Summary:

Processes all computer-generated transactions for daily completion. Keeps records of financial transactions for the Bank. Performs operator duties on AS400 as needed. Responsible for branch capture, reject repair, and balancing.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

☐ Processes items on daily check list.

☐ Maintains data processing equipment.

☐ Prints and distributes daily notices, checks, letters and advices.

☐ Prints monthly account statements.

☐ Maintains backups for all equipment.

☐ Verifies and approves Internet Banking & Bill Pay customers.

☐ Monitors reports for Internet Banking & Bill Pay.

☐ Problem solves in regards to Internet Banking, Bill Pay & Mobile Banking questions.

☐ Assists customers and employees with Internet Banking, Bill Pay & Mobile Banking questions.

☐ Coordinates the balancing of item capture and uploads to AS400 daily.

☐ Processes Remote ATM Capture File to Jaguar daily.

☐ Maintains ATM audit of remote ATM deposits.

☐ Performs 4Sight keying - rejects, repairs, and balances daily.

☐ Creates monthly statement for Muskingum County.

☐ Processes incoming cash letters from UBB daily.

☐ Creates cash letter daily for upload to UBB.

☐ Uploads cash letter to UBB daily.

☐ Sends/receives wires with UBB.

☐ Processes the incoming ACH file from UBB daily.

☐ Balances branch cash daily.

☐ Backup Processes BancVue monthly files.

☐ Prepares non-imageable Canadian cash letter and process on UBB.

☐ Scans all items for branch capture runs.

☐ Maintains security of all processed CSR documents.

☐ Uploads Risk ID file to Deluxe weekly and as needed.

☐ Backup Processes check adjustments on UBB.

☐ Processes incoming county tax file from Downtown Office.

☐ Performs daily processing when necessary.

☐ Performs nightly EOD processing.

☐ Processes RDC File on Profit Stars daily.

☐ Processes Large Dollar Returns as needed.

☐ Uploads cash letter returns daily to UBB.

☐ Follows and supports the Company's policies and procedures accurately.

☐ Positively represents the Company's culture and values.

☐ Achieves annual goals as assigned.

☐ Completes annual required regulatory and Cybersecurity training curriculums as assigned.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Education, Training and/or Experience
One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.