

**CommunityBanc, Inc.**  
**Notice of Open Position**

Job Title: Deposit Operations Specialist  
Company/Department: Deposit Operations  
Location: Downtown Zanesville  
Supervisor: Deposit Operations Manager  
Schedule: M-F 8-5, may be additional hours based on needs of dept.

**Summary:**

Responsible for general Deposit Operations functions. Provides a positive and consistent experience in every interaction with every internal and external customers. Individual must be detailed oriented and proficient using the bank and computer applications and associated reports for the duties assigned. The individual should continually explore ways to streamline tasks and make recommendations to management to promote efficiencies.

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

- Prepares CD renewal certificates as needed.
- Reconciles GL accounts daily, monthly and quarterly.
- Review daily reports.
- Completes Iolta report for funding by the Deposit Operations Officer.
- Completed account verifications and requests for information-via Acuity and SSI and mail/fax requests.
- Performs CIF maintenance for customer files.
- Performs refunds, sweep, AFT set up, and stop payments.
- Completes account verification and requests for information.
- Provides customer support to offices for deposit inquiries and does research as needed.
- Cross-trained on some specific tasks to help others in the department.
- Performs ATM terminal/transaction balancing.
- Annually reviews job's standard operating procedures and assists with updates and training as needed.
- Handles all check card disputes including applying and removing provisional credits, sending appropriate letters, and filing disputes with proper entries.
- Assists in mailing various notices to customers.
- 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. The individual has experience in the use of Excel and Word with the ability to expand that knowledge as required.