

Data Processing Specialist

Job Title: Data Processing Specialist
Department: Data Processing
Position Reports To: Chief Operations Officer
Primary Job Purpose: Assist branches through centralized processing and support

Major & Essential Job Responsibilities:

Under the general direction of the Operations Officer, the position of Data Processing Specialist is responsible for a variety of regular and recurring moderately to highly complex operational and accounting functions to support bank operations. This position is responsible for covering all areas of operations including day to day maintenance and operation of the core data processing system as well as various ancillary products. Additionally, the highest level of customer service and support to each member of the branch staff as well as to management is expected.

Job Specifications

Work Direction Received: Data Processing works with minimal supervision but follows daily routine with limited deviation. Some independent judgment may be required. The position of the Data Processing Specialist performs duties specific to the position and other functions as assigned.

Accountability: Work affects all customers and employees and is frequently reviewed. Impact of errors can be significant.

Work Relationships: Most contact is by phone or e-mail with internal contacts. Limited customer contact may occur on rare occasions.

Supervision: This position has no management responsibilities

Job Qualifications

Experience Requirement: Banking experience preferred. Data entry and computer system experience would be helpful. Working knowledge of word processing and spreadsheet programs required.

Education Requirement: None

Other Requirements: The candidate for this position must be able to accommodate to detailed work, problem solving, customer contact, math, language, verbal and written communication, analytical reasoning, stress, multitasking, and constant interruptions. Candidate should also be detail oriented and focused on accuracy with a strong initiative and sense of urgency.