

Job Description

SSA I/Item Processor

9/5/2020

Summary

Repairing any items that reject in amount keying, item repair and balancing all transactions internal & external on Application Launch Pad, making sure all batches balance. Calling branches on a timely manner for items missing. Meeting deadlines for outgoing cash letters. Uploading and Downloading files from Federal Reserve and Metavante.

Duties and Responsibilities

- Amount key, item repair and balances teller work,
- Customer account corrections and teller corrections as needed
- Process incoming cash letter (In clearings) 11:00 a.m.
- Processes point of deposit (POD) runs through sort pattern used at the time indicated – 10:00 a.m. 11:00 a.m. 1:00 p.m. and 4:00 p.m.
- Process Downloads and Upload from Federal Reserve and Metavante.
- Verify items were accepted in Federal Reserve and Metavante 10:00 a.m. 11:00 a.m. 1:00 p.m. 4:00 p.m. and 6:00 p.m.
- Verify grand totals in Silverlake at the end of the day show that all was processed against the POD grand total.
- Complete Run Guide Checklist at End of Day
- Assist in Research Requests
- Research transactions and proof encoding errors using various means.
- To perform Verification of Deposits daily
- SSI Verification Notification
- Send Canadian items on a weekly basis to Federal Reserve
- Verify and process Saving bonds from tellers
- Put all items for T or C in bag and write up an Airbill. (picked up by 4:30 p.m.)
- Process all statements and notices
- BSA Currency Transactions e-file within 15 days of transaction
- Monthly CTR report for Compliance reporting
- OFAC certifications once Treasury downloads are performed
- Scanning CTRS's, ACH and Wire Transfers

Other duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. High school diploma or general education degree (GED) required. Previous banking experience preferred. Three to six months related experience and/or training; equivalent combination of education and experience. Ability to add, subtract, multiply, and divide accurately, with ability to operate a 10-key adding machine. Must have a good working knowledge of basic computer functions and basic accounting skills. A valid driver's license is required

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to sit and occasionally require to walk and be able to talk and hear. Must also be able to talk and hear to effectively communicate with others. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job included close vision and the ability to adjust focus. Must be able to wear a mask while in the workplace in accordance with federal and state requirements. The noise level in the work environment is usually loud.

Equal Employment Opportunity Employer/M/F/Disability/Veteran