

**Bippus State Bank**  
**Bank Operations Clerk**

We are looking for a new team member in our growing Operations Department. This position is a full-time position at the North Office location in Huntington. Qualified applicants should possess the following:

- Prior banking experience required
- Overall knowledge of basic finance and accounting preferred
- Must be a self-starter
- Must be detail oriented
- Must possess strong computer skills utilizing but not limited to Microsoft Outlook, Excel and Word.
- Possess strong communication skills
- Posses strong research and comprehension skills

Specific operations duties include (but not limited to):

- Prepare and analyze account reconciliations
- Research and resolve customer problems and assist coworkers
- Proof information that is input into bank software
- Monitor and ensure the correctness and completeness of Begin-of-day and End-of-day procedures, software functions and the processing calendar
- Core banking software administration
- ACH – daily management
- Internet banking administration
- Remote capture administration
- ATM reconciliations
- Maintaining loan records, applying payments, closing account entries, assist in escrow analysis
- Reviewing new account documentation and maintaining that information on the bank's Core system