

Job Description

Position Title: Operations Specialist
Department: Operations/Bookkeeping
Reports to: Senior Operations Manager/Controller
Status: Non-Exempt

Company Overview: Kentland Bank has been in existence for almost a century. Built during the challenging times of the Great Depression, our founders Glen C. Tolin and Edgar Teague had a vision for an organization that was dedicated to helping communities grow and thrive by financing loans for new business, donating to local causes, and volunteering to give back whenever we can. Today, our people continue to uphold this legacy.

Our KB Care core values stand for Character, Accountability, Relationships, and Excellence, and every decision we make is filtered through these values. We provide resources to support our communities in achieving healthy financial goals, and our employees are a vital part to our success in this endeavor. If you love being a part of a team that is dedicated to strengthening communities in these ways, we hope you will consider applying.

This description is intended to indicate the essential responsibilities of the position. It is not intended to be all-inclusive nor does this limit management's right and responsibility to determine work assignments, reassignments, priorities, etc. It is not intended to be construed as an exhaustive list of all functions, knowledge, responsibilities, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions and duties.

Position Summary:

Perform various duties in the automated capture, repair and processing of checks and other transit items. Other miscellaneous balancing, processing, and clerical duties as they pertain to the operations of the department.

Essential Duties and Responsibilities:

- Responsible for processing wire and ACH payment activity in a timely, accurate and compliant manner.
- Reconciles daily critical account activity and account balances. Reconciles bank accounts at least monthly.
- Responsible for accounts payable function. Recording invoices to appropriate account, securing proper approvals, and set up of new vendors. Maintaining use tax liability records and filing with state. File required tax forms with federal and state government agencies.
- Maintain proficiency in hardware and software utilized by the department. Provides first line problem resolution to customer, both external and internal.
- Provides outside auditors with assistance, gathers necessary account information and documents to support the audit function.
- Maintains the general ledger. Perform procedure to balance and post results of daily activity.
- Participate in training on new processes and cross-train to expand knowledge of established bank processes.
- Performs other related duties as assigned.

Other Duties:

1. Complete online learning as required.

2. Responsible to adhere to all bank policies and procedures and to comply with all applicable laws and regulations as they pertain to this position.
3. Expected to understand and adhere to (comply with) all bank policies and procedures, the Bank Secrecy Act and its implementing Anti-Money Laundering regulations, Community Reinvestment Act, U.S.A. Patriot Act, Gramm-Leach Bliley Act and all other banking regulations including applicable state and federal law.
4. Assist employees as needed with their access to bank software programs.

Measures of Performance:

Accuracy, adaptability, quality, neatness, initiative, dependability, friendliness, thoroughness and timeliness of services provided to internal and external customers; adherence to banking regulations and accepted audit procedures; ability to earn the trust and respect of employees and co-workers; effectively communicate and develop good working relationships with co-workers; adherence to dress code and professional conduct; keep Bank, customer and employee information confidential; participate in training and appropriate professional development; reliability in reporting to work regularly and on time; understand and adhere to Bank policies and procedures; inform potential customers of additional Bank services through cross-selling.

In addition, since all employees have access to confidential, sensitive and/or non-public customer information and it is expected that each employee will have the ability to ensure their work locations and activities comply with the Information Security Policy.

Knowledge, Skills and Abilities Required:

- High school diploma or GED required.
- Basic keyboarding and computer skills.
- Basic office machine skills (fax, printer, phones, ten-key calculator, etc.).
- Above average knowledge of mathematics
- Ability to perform data entry and/or keyboarding for long periods of time.
- Knowledge of word processing software, additional software packages as required for successful completion of work assignments.
- Ability to learn Bookkeeping/Operations and BankersBank processes and applicable computer entry/navigation.
- Ability to work under pressure. Multitask

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform essential functions of the job with or without accommodation.
- Standing, sitting and/or walking for long periods of time.
- Ability to lift and/or carry 25 lbs.
- Ability to extend arms outward, to the right or left side and/or above the shoulders.
- Ability to bend, stoop, and/or reach.
- Ability to perform data entry and/or keyboarding for long periods of time.

Benefits Information:

401(k) matching, Dental insurance, Employee assistance program, Flexible spending account, Health insurance, Life insurance, Paid time off, Retirement plan, Tuition reimbursement, and Vision insurance.

Work Environment:

Work is performed largely in an office environment with minimal chance for personal injury. Hours worked are generally normal business hours which may include Saturday mornings or additional time required to meet seasonal demands of job responsibilities.

All employees have access to confidential, sensitive and/or non-public customer information. It is expected that each employee will ensure their work locations and activities comply with the Bank's Information Security Policies.

Employee Signature

Date

Supervisor Signature

Date