

**PEOPLES BANK AND TRUST COMPANY
JOB DESCRIPTION**

JOB TITLE: Bookkeeper
DATE: February 2021
DEPARTMENT: Bookkeeping Department
REPORTS TO: Bookkeeping Manager
STATUS: Non-exempt

SKILLS REQUIRED: Excellent communication skills and customer service skills. Must be computer literate and knowledgeable in Microsoft Windows. Requires good proofreading skills and attention to detail. Requires ability to handle multiple projects and priorities in a fast-paced environment.

JOB SUMMARY: Requires knowledge of bookkeeping procedures and ability to answer customers' questions regarding accounts. Ability to understand various reports and generate ledger entries as required. Cross trained as jobs are rotated weekly. Requires a sound knowledge of Bank's established procedures, methods, and policies including BSA.

PRIMARY DUTIES:

1. Provide excellent customer service both in person and over the telephone to customers regarding account information.
2. Return ACH thru Fed Line and Adjustments and Return Large Dollar Returns
3. Monitor account information through Core and various Bookkeeping Reports
4. Operate folding machine and postage machine
5. Check Data Entry on New Accounts and Maintenance to Accounts
6. Complete credit reports
7. Monitor checks over \$2,000
8. Process incoming and outgoing cash letter returns
9. File account information in organized manner
10. Knowledgeable of banking laws and regulations and Bank's policies and procedures including BSA
11. Monitor Warnings, Stops and Holds on accounts through Core
12. Process Canadian deposits and Other Collections
13. Process ACH corrections and Non-posted items and NSF Processing items
14. Balance GL Accounts and understand Overdraft Privilege System
15. Maintain/Checking CD & IRA work from New Accounts, personal and filing. Research errors and work with branches on error correction. Research CD/IRA questions for customers and branches.
16. Perform other tasks/duties requested by supervisor as they relate to the Bank and its functions.

EDUCATION REQUIREMENTS: Requires a high school education or equivalent work experience that demonstrates the ability to read, write, interpret and apply instructions to perform the required activities. Should have strong mathematical aptitude and the ability to use a calculator, computer and other office equipment.

PHYSICAL REQUIREMENTS: Must be able to operate office machines, lift/carry large trays, Ability to speak legibly over the telephone and in person.