

Bank Item Processing Clerk

Department: Item Processing

Location: Lebanon, Ohio – Operations Center

Essential daily duties and responsibilities include the following. Other duties may be assigned to meet business needs.

- Process EIP Procedures
 - Non-Post
 - Chargebacks>Returns
 - NSF
- Prepare any incoming “paper” cash letters
- Download electronic files
 - Inclearing cash letters
 - R.E.D. Files
 - Cachet Mobile Banking File
- Scan work as needed/Prepare large deposit runs
- Perform amount keying, item repair, & balancing on all work from the branches as well as the Main Office/Departments
- Make any necessary adjustments to the teller’s work. This could be corrections on tellers or customer accounts. Call teller or customer if needed.
- Pull items, if applicable, from previous day’s work as it arrives via couriers
 - Canadian Items
 - Proof Suspense Items
- Total out for end of day and transmit work to Data Processing for further processing
 - Send outgoing cash letter file to Key Bank
- Handle research requests
- Handle cash letter adjustments
- Rotate duties to keep cross trained
- Supply orders
- Assist with disaster backup testing
 - Possible travel to Angola, Indiana for testing or in the event of a disaster