

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 form 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