

Lincoln National Bank Job Description

Department: Bookkeeping
Position: Bookkeeping Clerk
Reports to: Bookkeeping Supervisor
Pay Classification: Hourly-Non-Exempt

Purpose of Position: The purpose of this position involves a wide range of duties, which includes the daily functions and operations of the bookkeeping department.

Education, Training & Experience:

- Prefers a high school diploma or equivalent
- Must be able to multi-task
- Have experience in balancing
- Working knowledge of computer application such as Word, Excel and NuPoint (CSI)

This position has no supervisor responsibilities.

Mental and Physical Qualifications

- Must be able to sit for extended periods of time (75%)
- Must be able to walk for extended periods of time (25%)
- Requires reaching, handling, speaking, hearing, seeing, stooping, kneeling
- Must be able to lift/carry up to 15 lbs.
- Must be able to concentrate on detailed reports and records
- Problem Solving
- Must have hand dexterity to operate computer
- Analytical Ability
- Communication Skills
- Able to react and adapt to change

Essential Job Duties:

- Handle customer service requests via telephone or in-person
- Process overdrafts
- Balancing applications and accounts
- Process wire transfers
- Process file maintenance requests
- Key and process new and closed accounts
- Process customer research requests
- Process unpostable items and exception items
- ACH payroll processing
- Scanning and filing as needed
- Monitor obituaries and place account alerts
- Distribute reports and branch runs
- Act as backup for E-banking staff
- Must be trained in all bookkeeping positions to provide department coverage
- BSA responsibilities: Observe any type of unusual activity while in the process of daily work.

This job description denotes essential functions of the job. Lincoln National Bank promotes an equal opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your supervisor should you have any questions about this policy or these job duties.

Lincoln National Bank reserves the right to modify, interpret or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position.