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**Position:** Data Processor

**Reports to:** Data Processing Manager

**Purpose:** The successful applicant will on a daily basis provide efficient information and help for members with concerns or questions, on ACH, Share Draft, Credit Cards, Debit Cards, Online banking etc., and process financial transactions. Carry out a wide variety of operational duties pertaining to the Data Processing Department

**Duties/Responsibilities:**

1. Daily processing of ACH, Share Drafts, Credit Cards, Debit Cards, etc.
2. Communicate with members regarding transactions relating to their account.
3. Reconciliation in a timely manner of any G/L accounts.
4. Daily preparations of reports and filing.
5. Answer telephone inquiries and process financial transactions in a courteous and efficient manner.
6. Process in a timely manner any Returned Item.
7. General written correspondence as needed.
8. Maintain records of members that owe funds to the Credit Union.
9. Learn all aspects of ACH, Share Draft, Credit Cards, Debit Cards, etc.
10. Process, mail, payments and payrolls.
11. Set up new online banking accounts.
12. Scan member forms and documentation into the appropriate location for file retention.
13. Maintain membership files in an organized manner.
14. Report problems or concerns to the Data Processing Manager.
15. Perform other duties as requested by the supervisor.
16. Keep your work area and equipment clean and neat.

**Experience:**

- 6 months to 2 years member service, operations, or accounting preferably in the financial service sector; or equivalent combination of education and experience

**Skills:**

- Ability to empathize with members concerns
- Ability to be able to work with an Excel spreadsheet and develop spreadsheets as needed.
- Strong communication skills both written and verbal
- Good Interpersonal skills/Phone skills
- Ability to Multi-task

**Education required:**

- High School diploma/equivalent

**Physical Requirements:**

- While performing the duties of this job, the employee is required to have the ability to sit, stand and walk throughout the workday; the position requires the use of fingers, hands, and arms to use the phone and keyboarding on a consistent basis; the position may need to lift up to 50 pounds on occasion. Specific vision required for the position include close vision, distance vision, and the ability to adjust focus, such as to work on computers.

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**Work Environment:**

- The standard work environment has moderate noise levels associated with members, computer equipment, and phone conversations.

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