Deposit Clerk

Community Bank in Chinatown is seeking Deposit Assistants. Fulltime with good benefits including Medical, Dental, Vision, Life, 401(k); paid Holidays, Sick, Vacation; and much more.

Prior Banking or Deposit Operations experience highly preferred - but willing to train someone with good computer skills.

Requirements:
- Excellent Microsoft Word and Excel skills
- Good math and computation skills

Will serve as a team member within the Operations department. Responsible for providing accurate, efficient, and timely processing of a variety of Investigations, Bookkeeping, and Deposit transactions including reviewing incoming checks, recording transactions, balancing ledgers, and preparing reports.

This position is accountable for resolving related issues and problems, and assisting with the daily activities of the department and special projects.