United Orient Bank is looking to hire Accounting Operations Assistant, Operations Assistant and Bank Teller

**Accounting Operations Assistant**

Community Bank in Chinatown is seeking someone to primarily report to the Bank’s Controller, assuming Accounting responsibilities and duties. The role will also dually report to the Operations Manager and assist the Bank Operations department with related daily and cyclical tasks as well.

Fulltime with competitive compensation and good benefits including Medical, Dental, Vision, Life, 401(k); paid Holidays, Sick, Vacation; and much more.

**Must Haves:**

- Associate’s or Bachelor’s Degree in Accounting, OR currently enrolled in a related degreed program, OR related job experience in Accounting field or Bookkeeping.
- Good command of the English language – both spoken & written. (Command of Chinese language also, highly preferred.)
- Proficiency in Microsoft Word & Excel. (Proficiency also with QuickBooks, PowerPoint, and Outlook, preferred.)

**Main Duties of Position:**

- Process accounts payables invoices and check requests, printing and mailing payments.
- Investigate outstanding accounts payable issues and outstanding accounts.
- Process receivables transactions and prepare daily paperwork.
- Input wire transfer data, and verify and release all wire transfers and fund transfers.
- Assist in preparing financial and investment analysis and reports and financial statements and create/help to create financial presentations as needed.
- Input general ledger entries and assist in reconciling accounts.
- Coordinate with Branches over customer inquiries and problems, conducting investigations into potential errors or omissions, ensuring resolution of issues.
- Assist with the issuance of 1099’s and assist in preparing annual 945 tax returns.
- Provide support to the Controller and Accounting Manager by assisting with the daily activities of the department and special projects, including administrative tasks.
- Assist Controller and Operations Manager in handling related audits and addressing any findings or recommendations made thereafter.
- Receive daily ACH notifications and arrange returns.
- Download and review check images and signatures, and Return Cash, addressing issues and making adjustments if discrepancies are found.

**Operations Assistant**

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

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

**Requirements:**

- Excellent Microsoft Word and Excel skills
- Fluency in Cantonese and English
- Experience dealing directly with customers
• Good math and computation skills

Will serve as a team member within the Operations department splitting time between both Loan Operations and Deposit Operations functions of the Bank. Responsible for processing loans and related paperwork and organizing and maintaining all applicable files in order to support commercial and business loans made by the Bank.

Also provides 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 developing and maintaining relationships with customers, resolving related issues and problems, and assisting with the daily activities of the department and special projects.

**Bank Teller**

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

We are seeking those that have cashier, restaurant, retail, fast-food, or supermarket experience – having dealt directly with customers as well as cash. Teller experience is great too – but we are definitely willing to train.

Fluency in Cantonese is an absolute must!

Requirements:

- Good math skills

- Fluency in Cantonese, English

- Experience dealing directly with customers

- Experience dealing with & counting money

(Experience with computer systems desired)

Tellers provide quality customer service by processing financial payments & receiving transactions for and from customers.

This position is based in Manhattan, New York City – Downtown – Chinatown area. Tellers must be available to work Monday through Saturday but will generally work 35 hours, 5 days, per week.