

OPERATIONS INTERN

Job Description



DEPARTMENT: Operations

REPORTS TO: Vice President, Operations

POSITION SUMMARY

Becomes familiar with the business products, operations and procedures of banking through real on-the-job learning and experience that occurs while placed as an intern. Responsible for performing Loan and Deposit Operation tasks. Performs customer account maintenance as appropriate and is extremely detail oriented in operational duties and quality control review. Provides prompt, courteous and excellent service to internal and external customers at all times which includes an obligation to actively cooperate and interact with other departments to advance the overall interests of the bank. Assists other operational support areas in the completion of their duties in times of unusual activity. Contributes to the effort of the Bank by performing other duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES

Operations:

- Maintain and update customer loan and insurance information as needed.
- Assist with Customer Information database clean up.
- Perform report writing on customer data.
- File and scan documentation.
- Perform various credit card, debit card and Internet Banking maintenance as needed.
- Assist VP Operations in any special projects as needed.

OTHER FUNCTIONS

- Prepares reports as assigned.
- Maintains compliance with all banking laws, acts, regulations and bank policies and procedures.
- Any other duties and/or projects as assigned by management.

REQUIREMENTS & QUALIFICATIONS

- Education/Specialized License(s): Bachelor's Degree in process for Finance, Accounting or related Business field.
- Experience: 1-2 years basic Finance and Accounting courses.
- Specific Skills: Proficient computer skills including Microsoft Excel proficiency; above average communication skills.
- Supervisory Responsibility: None.
- Working Conditions: Works approximately 25-40 hours per work between the hours of 8:00am to 5:00pm Monday-Friday possibly including some Saturday's with additional hours required as necessary or assigned. Hours can be flexible with class schedules.

Employee Name (Print):

Employee Signature:

Date: