

Deposit Operations Associate

BankSouth is looking for a qualified candidate for the position of **Deposit Operations Associate**. This position is full-time and is located at our **Lake Oconee Office Deposit Operations Center**. Duties for this position will include, but are not limited to:

- Provide online banking support for all electronic banking products, including but not limited to: Personal Online Banking, Business Online Banking, ACH origination and Wire Transfers Processing, Bill Payment services, Telephone Banking, Business Remote Deposit, e-Statement Delivery, Mobile Banking & Mobile Deposit Services.
- Provide professional response to customer service requests and inquiries, such as internal/external response on account changes, error research, alerts, balance inquiries, product questions.
- Control/maintenance of new and historical records including document scanning, Proofread documents; Document filing & storage maintenance.
- Process record changes, stop payments & alert requests;
- Input data for generating various account types (i.e. coupon books, debit cards, etc.);
- Research and resolution of ATM/Debit Card issues;
- Maintain and deliver customer communication and documentation including mail processing and dormant account maintenance
- Daily processing of prior end of day files, notices and reports.

Applicants should have solid, verifiable work history with a minimum of 3 years of Banking experience. In addition to basic keyboarding & computer skills including, but not limited to, Microsoft Office programs, Word, Excel and Office. Applicants must be able to learn and retain new concepts, and have the ability to complete job tasks accurately and in a timely manner.

Start times will vary (7:40 to 8:30) Monday through Friday and may include Saturday.

We offer an excellent insurance benefit package, 401(k) with company match and a great working environment. If you meet the qualifications spelled out above and would like to be considered for this position, please submit a resume online at: www.banksouth.com

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.