



## **Deposit Operations Assistant**

Legacy State Bank is a Community Bank located in Loganville, Ga. We are a rapidly growing Institution serving the Gwinnett, Walton and surrounding Counties.

We are looking for someone who has experience in the Deposit Operations department of the bank.. This position will report to the Bank's Operations Officer.

Summary of Duties, not inclusive:

- Reconcile accounts to the general ledger
- Import & Authorize Wire Transfers and ACH returns
- Review file maintenance
- Submit cash orders and shipments
- Create and delegate reports for management
- Scan documents into system

Job Requirements:

- Microsoft Office
- Excel
- General Computer Skills
- Organizational Skills
- Experience with FIS products a plus but not required.

All interested parties should email the bank's Human Resources Department at [ccapell@legacystatebank.com](mailto:ccapell@legacystatebank.com)

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