



OLD MISSION BANK

***If you want to be a part of the Eastern Upper Peninsula's
Newest and Fastest Growing Bank, we have an opportunity for you!***

Customer Service/Accounting Clerk I – Full Time Position

The candidate must:

- Be self-motivated and able to work independently and in a team setting
- Be able to prioritize multiple tasks and meet deadlines
- Possess strong customer service skills in identifying and solving problems for internal and external customers
- Have strong oral and written communication skills
- Possess strong computer skills using Microsoft Excel, Word and Outlook

Duties may include, but are not limited to the following:

- Complete bank account and general ledger reconciliations
- Process daily card base reports and customer disputes
- Prepare and process daily return checks
- Prepare forms and input to systems
- Assist with ACH and electronic banking processes and customers
- Provide support to other areas of the bank operations
- Image all bank transaction documents and balance items to control sheets
- Transmit end of day work file to the processing center
- Balance the out-going cash letter
- Image bank documents

Education and Experience:

- Two-year Associate Degree or two years of banking experience

Old Mission Bank offers an excellent benefit package.

Join our team to experience Community Banking at its finest!

**Apply in person at:
2701 I-75 Business Spur, Sault Ste. Marie MI
Applications accepted until position is filled**

Equal Opportunity Employer