



BOOKKEEPING SUPERVISOR

Operations Center, Geneseo, IL

Full Time

Monday through Friday

Exempt Salaried

Central Bank Illinois is seeking a dynamic candidate as **BOOKKEEPING SUPERVISOR** who is a strong leader with proven ability to manage a department of nine team members. This position manages the daily operations within Bookkeeping Department and acts as the liaison with all customers, bank branches, and outside vendors.

MAJOR DUTIES & RESPONSIBILITIES

- Maintains general supervision of all department staff; coordinate, evaluate and schedule work duties to ensure cross-training and required dual control processes.
- Supervisory duties include interviewing, hiring, facilitating training, preparing performance reviews, merit increase recommendations and administering disciplinary or corrective action.
- Responsible for security and storage of all customer and deposit account records.
- Serves as the liaison with the bank's Core Provider for deposit and customer functionality.
- Responsible for oversight and efficient operations of wire transfers, overdrafts, collections and consumer reporting.
- Provides support for the administration of external funding systems.
- Responsible for bank office ACH processing with an understanding of ACH rules.
- Compiles bank/customer information for exams and audits.
- Provides high-level support to branch staff with complex transactions and confidential customer situations.
- Maintains a working knowledge of all functions within the bookkeeping department.
- Maintains general knowledge of other bank departments and correlation to the bookkeeping department.
- Member of the Deposit Operations Committee with development, training and rollout of new products and/or updates.
- Assists in software conversion processes related to bookkeeping department functions.

ESSENTIAL KNOWLEDGE & SKILLS:

- Must be trustworthy and discreet regarding confidential information
- Knowledge of banking regulations and laws.
- Knowledge of bank products, procedures and services.
- Detail minded with ability to multi-task and function as a self-starter.
- Must have strong communication skills with team members, internal staff and external contacts/vendors. Able to deal effectively, tactfully, professionally and patiently in all situations.
- Must be flexible and willing to adapt to frequent changes in regulations, policies and procedures, work tasks and staffing levels.
- Must be able to grasp and retain new information and communicate new information effectively.
- Must be able to research and analyze customer issues and correct or recommend solutions as appropriate.
- Ability to utilize software applications such as Word and Excel, along with the bank's Core Shazam to include Compass XD, Query, and Account and Teller Platforms.
- Must be emotionally mature and possess the ability to handle stress.
- Have the maturity necessary to request additional explanation, instruction or direction when appropriate.
- Must be reliable and dependable with punctuality and attendance.

EXPERIENCE, KNOWLEDGE & EDUCATION:

The position requires a thorough knowledge of some specialized area in banking or finance, or a working knowledge of several related areas or functions. This can be achieved with an Associates Degree. The preferred candidate must have two (2) to five (5) years of experience with in banking operations or company with a related position.

BENEFITS*

- Health, Dental & Vision Insurance
- Health Reimbursement Arrangement
- Life Insurance & AD&D Insurance
- Vacation & Paid Time Off (PTO)
- Sick Time
- 401k Profit-Sharing & Match
- Flexible Spending Account
- Tuition Reimbursement Program
- Annual Incentive Plan
- Holiday Pay
- Logo-wear Stipend

Interested applicants should send resume and cover letter to:

Central Bank Illinois
Attn: Joe Wells, Vice President – Operations Officer
101 North State
PO Box 89
Geneseo, IL 61254

Or email to: recruiter@central-bank.com.

Equal Opportunity Employer (EOE)
Employment with Central Bank Illinois is at will.
Posted 8/8/2024

**Some benefits include an eligibility-waiting period*