

Operations Assistant

Community Savings Bank

Community Savings Bank is seeking an experienced Operations Assistant for our processing department. Although routinely this position has been in our Manchester, Iowa office, alternate office locations would be considered.

This position will assist in the operations and system processing activities of the bank.

Responsibilities include online and mobile banking support, processing income files, Fed adjustments, statement processing/maintenance, assist with account receivables Business Manager program. Other duties include general ledger entries and reconciliation, exception item processing including stop suspects, unposted items, NSF items and returns.

Qualified candidates will have 1-2 years banking experience, strong analytical skills, customer service skills and the ability to work independently as well as in a small group. Strong dedication to accuracy and organizational skills a must. Having an understanding of regulatory requirements preferred.

Community Savings Bank is an Equal Opportunity Employer of minorities, women, protected veterans, and individuals with disabilities.

Please email your resume summarizing your qualifications to: csbjobs@csbiowa.com