



The Lebanon Federal Credit Union is seeking a person to fill the position of Electronic Services Specialist.

ELECTRONIC SERVICES SPECIALIST

JOB SUMMARY:

- Administers and is responsible for electronic transactions functions
- Administers specialized programs or services of the Credit Union
- Assists with member activities and member relations
- Performs a variety of tasks related to the Electronic Services Department

JOB ACCOUNTABILITIES:

- Assists in organizing and monitoring activities involved in Credit Union Electronic Services area; ACH, EFT, direct deposit, payroll deduction, wire transfer, ATM/Debit cards, share drafts, share certificates, IRAs, investment options, internet banking, electronic bill payer and VISA.
- Provides information to members regarding Electronic Services; ACH, EFT, direct deposit payroll deduction, wire transfer, ATM/Debit cards, share drafts, share certificates, IRAs, investment options, internet banking, electronic bill payer and VISA.
- Counsels members, discusses options and assists in account or service set-up.
- Completes documentation requests for set-up and maintains records in accordance with internal and external guidelines.
- Investigates reports and/or resolves member issues and problems.
- Reports to department manager, and performs a variety of tasks and processes associated with the Electronic Services department.
- Performs other related duties as assigned or requested. The Credit Union reserves the right to add or change duties at any time.

JOB QUALIFICATIONS:

- High school diploma or equivalent (GED)
- Advanced computer skills, detailed oriented and dependable
- Ability to work accurately and independently under specific time constraints with the ability to perform detailed work
- Excellent written and communication skills
- Knowledge of applicable laws/policies/principles/affecting electronic service systems
- Minimum 2 years experience in back-office operations in a financial services industry

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. **Interested candidates should forward a cover letter and resume to sconrad@lebanonfcu.org.** The Lebanon Federal Credit Union is an Equal Opportunity Employer.