



For 100 years, **ABOC** has fostered deep ties to our customers and our community, serving the banking needs of countless businesses, organizations, institutions, and individuals, many for multiple generations. These relationships are based on profound trust, in-depth understanding and highly personal and responsive service provided by our experienced bankers.

We take tremendous pride in being a great place to work! We value the contributions our employees bring to the table every day. We work hard to nurture and maintain a mutually respectful, diverse culture that fosters teamwork and a commitment to exceptional customer service.

ABOC is hiring a **Part Time Lock Box Scanning Clerk**. This position is responsible for the scanning and processing of imaged lock box accounts as well as the handling of basic lock box accounts.

RESPONSIBILITIES:

- Scans checks and documentation using the Falcon Scanner.
- Performs PC data entry consisting of payee verification, check amount entry and invoice data entry, and balancing.
- Generates files and prints daily reports.
- Processes remittances and related documentation for lock box accounts including making deposits, photocopying and preparing complete package for customer mailing.
- Enters data in Excel spreadsheets and balances spreadsheet totals to deposits.
- Performs other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- The ability to read and write in a manner sufficient to logically work through a process or procedure as normally acquired through the completion of a high school education. (required)
- Knowledge of practices and procedures as is normally attained in one year of banking experience. (required)
- Experience with Microsoft 365

We are an equal opportunity employer and value diversity, equity, and inclusion at our company. We do not discriminate based on any protected category. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.