

First Financial Federal Credit Union

Job Opportunity

Job Title: Part Time Operations Clerk (Temporary)

Summary: In this position, you will be responsible for ACH originations pertaining to member accounts. You will utilize knowledge of credit union policies and procedures to exercise independent judgment in making decisions as required. Communicate readily with members and credit union personnel regarding ACH origination. Collaborate with the Operations Department and the Accounting Department in balancing the department ACH files. Provide efficient, accurate and timely services to coworkers and members.

Essential Duties and Responsibilities include the following:

- 1) Responsible for or backing up the following functions:
 - a) ACH origination including:
 - i) Receive new or changed ACH origination forms from the branches, members and lending. Scan paperwork of all new and changed ACH origination authorizations in an orderly manner as received, for easy reference in case of questions.
 - ii) Remove members from the ACH origination program as requested or when the loan is paid in full.
 - iii) Correspond directly with credit union personnel or members to obtain any missing documents or for clarifying instructions for payments to loans.
 - iv) Responsible for adding, deleting or changing information in the ACH origination files.
 - v) Responsible for account maintenance to ensure proper crediting of members' loan payments.
 - vi) Responsible for balancing each of the 4 monthly files to the core reports.
 - vii) Prepare one-time ACH origination files for payments returned for non-sufficient funds.
 - viii) Prepare member mailing notification for non-sufficient funds and adjust the loan payment as needed.
 - b) Post Credit Union Mail/Research:
 - i) Receives, sorts and processes credit union mail.
 - ii) Prepares research documents requested by branches.
 - iii) Prepares research documents for subpoenas and Medicare.
 - iv) Assists with Social Security and Medicare documentation preparation.
 - c) Assist Quality Control Department as needed.
 - i) Scan indirect files.
 - ii) Assist with title processing and filing.
 - iii) Assist with title follow-up for titles not received.
- 2) Operate standard and automated office equipment, such as calculators, photocopiers, fax machines, computer keyboards, personal computers, and others.
- 3) Perform other duties as assigned.

Qualifications

- High school diploma or equivalent.
- Ability to work independently with minimal supervision.
- Analytical ability in all phases of the job.
- Ability to take initiative and ownership to thoroughly understand all aspects of the credit union that affect the accounting equation.
- Proficient in Microsoft Excel and Word.
- Open to learning and growing professionally.
- Speaks with poise and confidence, using correct English. Able to communicate with co-workers and members to convey or exchange information.
- Knowledge of credit union products and services.
- Team player and adaptable to change.

As a First Financial employee, you'll enjoy a challenging work environment and an opportunity to make a difference.

Equal Opportunity Employer/Veterans/Disabled

Qualified candidates may e-mail resumes to careers@firstffcu.com or apply on our website at firstffcu.com