Central Bank Illinois is seeking qualified applicants for the position of Proof & Electronic Data Processing (EDP) Operator at our Geneseo Main Bank location. This is a full time non-exempt hourly position. The Proof & EDP Operator assists in the daily routine of the Proof and the EDP Departments to ensure timely and accurate processing of customer and bank transactions. Includes processing in-clearings, merchant deposits, mobile deposits, cash return letters and making adjustments when necessary before transmitting daily work to the Core system. Responsible for daily processing and end of day update, month-end processing and statement printing. Coordinates work between several departments and branches.

Normal schedule follows, however work hours vary due to end of day update and include an occasional Saturday rotation.

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<td>Monday &amp; Tuesday</td>
<td>8:00am to 4:00pm</td>
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<td>Wednesday-Friday</td>
<td>10:30am to Completion of Core Update</td>
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The successful candidate will be computer literate with the ability to follow instruction, possess logical thinking, a strong attention to detail, and have the accuracy and ability to coordinate work duties. Previous banking experience preferred, however we will train the right candidate. Interested applicants should send resume and cover letter to:

Human Resource Officer  
Central Bank Illinois  
101 N. State St.  
Geneseo, IL 61254

E-mail recruiter@central-bank.com

Posted 7/22/22  
Equal Opportunity Employer