



GENERAL BOOKKEEPER I **Geneseo Operations Center**

Full Time
Monday thru Friday
8:00am – 4:30pm

Central Bank Illinois is seeking qualified experienced applicants for a full time **General Bookkeeper I** position located at our Geneseo Operations Center.

The **General Bookkeeper I** is a shared position, responsible for processing unposted items, NSF returns, verifying large items, stop payment and performs a variety of clerical functions related to the deposit functions of the bank. There is a wide variety of duties listed, which will cross over with the General bookkeeper II duties due to the large volume of items processed.

The successful candidate must be computer literate with the ability to follow instruction, possess logical thinking, and be discreet and trustworthy with confidential information. Should have the emotional maturity to handle multiple job duties simultaneously, work effectively with others and work well under pressure. Previous banking, bookkeeping or customer service experience preferred, however we will train the right candidate.

Successful candidates must have:

- Excellent customer service skills
- Possess logical thinking and have a strong attention to detail
- Strong communication skills
- Excellent organizational skills
- Knowledge of office methods, procedures and practices including standard office/computer
- Be dependable and reliable with attendance
- Possess emotional maturity to handle multiple job duties simultaneously

Qualified and interested applicants should send resume and cover letter to:

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

Or email to recruiter@central-bank.com.

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Equal Opportunity Employer