



OPERATIONS ASSISTANT
Geneseo Administration Center
Geneseo, Illinois
Posted 1/15/19

Central Bank Illinois is seeking qualified applicants for the position of Operations Assistant. This is a Regularly Scheduled Part Time position and is responsible for accounts payable, assisting with payroll processing, wage and tax filing, employee benefit administration, timekeeping system, shareholder mailings and oftentimes coordinates bank/employee events.

Work hours are typically Monday-Friday, 8:00am to 1:00pm.
25 Hours Per Week

The successful candidate will have previous payroll and administrative experience with strong attention to detail. 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.

Interested applicants should send resume and cover letter to:
Human Resource Officer
Central Bank Illinois
101 N. State St.
Geneseo, IL 61254

Or email to; recruiter@central-bank.com.

Equal Opportunity Employer