



JOB DESCRIPTION

JOB TITLE:	Recon Clerk	JOB GRADE:		FLSA:	Non-Exempt
BRANCH/DEPT:	Operations	REPORTS TO:	Tracie Holder	REV. DATE:	03/14/13

SUMMARY: Monitor, reconcile and correct General Ledger Accounts. Send and correct adjustments received between corresponding banks and FED.

REQUIREMENTS: Good basic accounting knowledge, organizational and time management, self motivator, problem solver

PRINCIPLE ACCOUNTABILITIES:

- Key and correct adjustments to corresponding banks and FED
- Monitor and reconcile General Ledger accounts
- Aid branches and other departments research problems

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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