



Citizens Bank of the South is seeking a full-time Data Integrity Clerk for its Sandersville location in the Information Processing Department.

Specific job responsibilities include, but are not limited to:

- Balancing the following at the end of the day
  - Teller/vault totals
  - Debit cards including ATM activity
  - Credit cards
  - Cash items
  - Federal Reserve account
  - General ledger account
- Processing returns
- Processing daily General Ledger unposted
- Serving as back-up for wires and processing mobile deposits
- Preparing customer notices for mailing
- Sending letters to self-enrollees for On-Line Banking
- Preparing and maintaining deposit account files
- Reviewing and completing money order logs
- Preparing mail for delivery to the Post Office
- Cross-training for back-up in other positions in the department or other areas as needed
- Applying technical skills through the operation of computerized systems.

Job Requirements:

- Minimum high school diploma or equivalent
- Bookkeeping experience a plus
- Banking experience a plus
- Proficiency with computers, calculators, printers, and other office equipment.
- Knowledge of Excel a plus
- Good communication and interpersonal skills.
- Mathematical aptitude
- Problem solving
- Flexibility and ability to multi-task.
- A self-starter working well independently with minimal supervision, as well as in a team environment.

Please send your resume' to [jobs2019@cbots.com](mailto:jobs2019@cbots.com) or mail to:

Citizens Bank of the South  
Attention: Human Resources  
P O Box 836  
Sandersville, GA 31082

Benefits include medical, dental, life insurance, 401k, flexible spending accounts, paid vacation, holidays, and sick and excused time.

Citizens Bank of the South is an Equal Opportunity Employer.