

JOB TITLE: DATA PROCESSING CLERK

GENERAL SUMMARY

Performs various functions related to the capture, sorting, balancing, and processing of checks, deposits, and internal items through the image processing system as well as document imaging. Assists with processing and preparation of outgoing cash letters. Operates sorter, workstation terminal, and related equipment.

EXPERIENCE/EDUCATION

High school diploma or equivalent with 2 years experience in clerical, bookkeeping, data entry or similar position. Knowledge of and proficiency in 10 key skills.

Irregular hours to be expected; overtime can be expected particularly on Mondays and days after holidays.

FNB Oxford is an Equal Opportunity Employer. Resumes and job applications should be faxed to (662) 281-1812 or emailed to careers@fnboxford.com.