

POSITION TITLE: Accounting & Operations Specialist – Level 2

REPORTS TO: Accounting & Operations Manager

CLASSIFICATION: Non-exempt (hourly)

REVISED: 1/8/2024

SCOPE:

The Accounting & Operations Specialist reports to the Accounting & Operations Manager. The primary duties of this position are to support various bookkeeping and operational functions within the bank. Primary responsibilities include report distribution, report review, core platform technology in house support and telephone/digital customer support.

This position is part of the bank's overall team of employees, and, as such may be asked to support other areas as needed. As part of the customer support responsibilities, this position must understand bank products and services and the bank's core platform technology.

EDUCATION AND SPECIAL REQUIREMENTS:

- Two-year degree in accounting/finance preferred, but not required.
- Or two or more years bank related experience preferred.
- This job requires skills needed in a typical office environment. This includes computer skills as well as utilization of office equipment.

For more information and a full job description contact Megan Porisch at mporisch@stansgarbank.com.

St. Ansgar State Bank is an equal opportunity employer.