



DEPOSITS CAREER PATHWAY

Corporate Office: 200 Palmer Street PO Box L, Stroudsburg, PA 18360-0160
Lehigh Valley Offices: Alburdis, Allentown, Bath, Bethlehem, Easton, and Nazareth
(570) 421.0531

<https://essabank.com/>

FIND OPENINGS: <https://essabank.com/careers/>

Business Description

ESSA Bank & Trust will be the leading service-oriented community financial institution offering a full range of financial products to Eastern Pennsylvania customers. We will ensure our long-term prosperity by providing products and service in a manner consistent with high standards of quality, on a profitable basis, at the fairest price, in order to create the best possible value for our customers. They will be delivered through distribution systems staffed and supported by customer-driven, friendly, productive employees with a high degree of integrity.

Our employees receive exceptional compensation and can select from a variety of benefits packages. If you are looking for a professional environment with the potential for growth, then look no further! The application process starts with filling out our secure online employment application. Once submitted, you can also fill out and submit our self-identification form; this is completely voluntary.

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Customer-driven
 - Friendly
 - Productive
 - Integrity

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Connect with us on Social Media!



@ESSABankandTrust



ESSA Bank & Trust



@essabank



@ESSAbankandtrust



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Deposit
Operations
Manager

Must be able to develop and maintain a deposit operating system in a productive, accurate, and efficient manner. Must serve as an example for employees through leading, training, inspiring, and adhering to policies and procedures. Exhibit courtesy, tact, friendliness, positive communication, and cooperation. Serves as a team player. Exhibits positive and professional attitude towards customers and associates. Demonstrated ability to communicate effectively with others.

Deposit
Operations
Supervisor

The ability to perform the following duties correctly and accurately, within established time frames: Data entry, processing rejected items and various adjustments, balancing and reconciling accounts, completing and filing documentation for deposit account issues, servicing stop payments, placing holds, researching, reporting, billings, providing guidance and training to Deposit Servicing Representative II(s) and I(s), etc. Exhibits positive and professional attitude toward external customers and associates.

Deposit
Operations
Representative
II

A high school diploma or equivalent with an emphasis in a business curriculum; specialized education and training. Proficient reading, writing, grammar, and mathematics skills; proficient interpersonal relations, and communicative skills; a thorough knowledge of the features and benefits of all deposit products and services; a working knowledge of Bank operating policies and procedures which impact deposit operations; moderate typing and computer skills; visual and auditory skills. A minimum of two (2) years' experience in related positions normally required.

Deposit
Operations
Representative I

A high school diploma or equivalent with an emphasis in a business curriculum; specialized education and training. Proficient reading, writing, grammar, and mathematics skills; proficient interpersonal relations, and communicative skills; a thorough knowledge of the features and benefits of all deposit products and services; a working knowledge of Bank operating policies and procedures which impact deposit services; a moderate typing and computer skills; visual and auditory skills.