

Job Title

Network Administrator

Short Description

Provide input on the efficiency of the credit union's technology infrastructure to include hubs, switches, enterprise routers, servers, and network hardware and software. Recommended changes or upgrades or new products as a result of on-going administration of the network. Research and resolve network problems for end users. Install hardware and software

Full Description**DUTIES AND RESPONSIBILITIES:**

- Support the credit unions local area and wide area network hardware and software to ensure that back end functions, systems, PSs, servers, and all peripheral products are operational.
- Provide and run backup procedures that maintain the integrity and security of the credit union's technology infrastructure.
- Research and diagnose IT problems within the entire infrastructure, troubleshoot, and provide solutions. Test solutions to ensure a correct solution.
- Respond to user problems on PCs to include software applications, systems integration, or individual hardware problems. Troubleshoot, debug, and resolve the problem.
- Provide individual support to end users via the phone, in person, or on-line to answer questions or resolve problems.
- Install, configure, and test new servers for systems, fax, printers, etc. Technology includes knowledge of current operating systems and languages.
- Maintain complete and accurate documentation and support services/warranties for new equipment, software, hardware, and peripherals.
- Install and tests new software both for the network and for individual users.
- May administer the phone system.
- May be responsible for repair of copiers, printers, PCs, or laptops.
- Keep abreast of state-of-the-are hardware and software developments. Recommend new technologies that enhance the efficiency and security of the network infrastructure.

- Generates timely reports required by management and all departments and maintains a log for their distribution.
- Assists Systems Manager in month-end, quarter-end and year-end processing.
- Maintains proper inventory of all supplies for the IS Department.
- Ensures the accurate nightly backup of the database, bi-weekly backup of the entire system and sending of all backup media to the offsite storage facility in accordance with the security procedures.
- Receives, processes and posts BillPay and share draft files nightly and distributes all the related reports and maintains proper logs.
- Produces the nightly trial balance and other needed reports and brings system up on new business day.
- Serves as Administrator for all third party processors, including ID verification, NetBranch and all vendors processing through the IS system.

Education	BS Degree preferred or Computer Certifications/Licenses
Additional Comments	<p>PERSONAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Good communication skills, both verbal and written. • Background in help desk duties. • Knowledge of credit union policies and procedures.
Credit Union	Excel Federal Credit Union
State	Georgia
Contact Name	HR HR
Email	HRExcel@excelfcu.org
Phone	770-441-9235
Fax	
Expiration Date	06/30/2023