



Job Posting Deposit Operations Specialist

One Community Bank is searching for a dynamic and highly detailed person to fill our full-time Deposit Operations Specialist position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

Human Resources, careers@onecommunity.bank

Summary:

The Deposit Operations Specialist will work closely with the entire Operations Department to assist in the daily operations of the bank and its staff.

Essential Duties and Responsibilities include the following:

- Items processing of all types of transactions
- Importing and exporting of Cash Letters
- ACH Processing for corporate clients and on behalf of the bank - ACH, MPFX, etc
- Verifying account information and processing returns of ACH items (Spooled Reports)
- NSF Decision processing for overdrawn clients in accordance with regulations
- Review privileged identity management audit reports
- Logging and reissuing compromised card to comply with regulations
- Process verification of death requests
- Processing state and federal Levies/Garnishments per regulations
- Verifying Reclamations when received from the government
- Issuing check adjustments on the client's behalf for business and consumer clients
- Foreign items processing of Canadian checks
- Reviewing Stop Payments and processing WSUD's in a timely manner
- Year End processing of bank systems and verifying end of year totals for the Board
- End of Day Processing of the banks systems

Required Qualifications / Skills / Abilities:

- At least 3 years of banking experience
- Experience in back end bank processing is preferred, but not required
- Knowledge of rules, regulations, policies and procedures in the financial services industry
- Strong problem-solving skills
- Advanced Microsoft Office skills

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onecommunity.bank