



**Job Posting**  
**Deposit Operations Specialist**  
**One Community Bank**

One Community Bank is searching for a dynamic and highly motivated 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:

**Talent, [careers@onecommunity.bank](mailto: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 foreign 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
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

**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