



**Job Posting
Operations Specialist
One Community Bank**

One Community Bank is searching for a dynamic and highly motivated person to fill our full-time 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

Summary:

The Operations Specialist will work closely with the entire Operations Department to assist with supporting customers and bank staff with their transaction needs.

Essential Duties and Responsibilities include the following:

- On a daily basis review IRA new and closed accounts, excess contributions and RMD letters and setup from daily reports
- Set up new employees, products and change interest rates in Deposit/LaserPro
- Update core system interest rates and new account routines as needed
- Document Workflows
- Process deposit charge offs, collections, chexsystems
- Process IOLTAs/IBRETA
- Conduct file maintenance (closed account maintenance, address changes, auto transfers, product changes, CD renewal/changes, fee refunds, stop payments, port merges, name changes, account changes, employee account coding, general account maintenance, death notice maintenance and convert children savings accounts)
- Decedent Process
- Reg D Monitoring, Notices, Account Closures
- Process bank closed accounts due to fraud
- OD counseling (letters to clients over \$500 in fees)
- Account reactivation or mail letters to clients for dormant/inactive accounts
- Process escheatments/ unclaimed property payments/notifications to the State of WI
- Post incoming wires to the customer's account and notify customer
- Incoming Wire Audit Report
- Perform Callback, transfer funds and put wires (both domestic and International) for outgoing wires on the Bankers Bank Fire software
- Disburse club accounts annually
- Year-end processing of RMD's

- Printing and mailing of year end statements

Required Qualifications / Skills / Abilities:

- At least 2 years of banking experience
- Knowledge of regulations, policies and procedures in the financial services industry
- Strong problem-solving skills
- Microsoft Office skills