



**Location: Seneca, South Carolina (may consider remote)**

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## **Deposit Operations Specialist**

### **JOB SUMMARY AND PURPOSE**

This position is responsible for performing a variety of Deposit Operation duties. These include but are not limited to IRA processing, Exception Item Processing, Account Maintenance, Reconciliation of Official checks, Wires, and various other functions related to the Deposit Operations of the bank.

This position will include cross-training within the Deposit Operations department and will work closely with all customer-relating employees and with customers.

### **ESSENTIAL FUNCTIONS**

- IRA processing and account monitoring
- Perform essential and timely reconciliation of Official checks and teller/vault cash.
- Perform all processing of exception items for the Bank in a timely manner
- Rotating duties with processing incoming and outgoing wires.
- File maintenance and review of deposit accounts.
- Back up for Imaging and other various duties as cross trained.
- Rotating duties balancing ATM and ATM reports.
- Back up for debit card disputes, and general debit card duties.
- Will work closely with the Senior Vice President of Operations.
- Follow all Bank and regulatory compliance related policies and procedures; including Bank Secrecy Act/Anti-Money Laundering, reporting suspicious activity to the BSA Officer and additional BSA job functions as required by job.
- Please note this job description may not cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **QUALIFICATIONS**

1. High School education or higher.
2. Excellent organizational skills and ability to multi-task
3. Attention for details, logical thinking, and results oriented.
4. Good communication skills.
5. Problem solver.



6. Ability to work individually and as a team player.
7. Knowledge of general banking operations and IRAs preferred.

## **COMPETENCIES**

1. Customer/Client Focus.
2. Personal Effectiveness/Credibility.
3. Problem Solving/Analysis.
4. Teamwork Orientation.
5. Initiative.
6. Stress Management/Composure.
7. Organizational Skills.
8. Technical Capacity.

## **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

## **WORK ENVIRONMENT and PHYSICAL DEMANDS:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms.

## **POSITION TYPE / EXPECTED HOURS OF WORK:**

This is a full-time position. Days and general hours of work are Monday through Thursday, 8:00 a.m. to 5:30 p.m. and 8:00 a.m. to 6:30 p.m. on Friday.