



POSITION: Deposit Operations Assistant
DEPARTMENT(S): Deposit Operations
LOCATION: Plano
EXEMPT STATUS: Non-Exempt
HOURS: 8:00am – 5:00pm
REPORTS TO: Vice President, Deposit Operations

MAJOR DUTIES AND RESPONSIBILITIES:

The Deposit Operations Assistant is responsible for activity including incoming and outgoing domestic and international wire transfers for all bank and title locations. The Assistant will ensure that proper policy and procedures are followed regarding wire transfers.

JOB REQUIREMENTS

- Reinforces the application of superior customer service through his or her own example along with appropriate follow through with involved customers and employees
- Responsible for accuracy and timely data processing/posting of wire transactions
- Ensure proper policies, procedures and internal controls are in place and followed for the following areas: wire transfer processing, core system record keeping as it pertains to deposit operations
- May assist Deposit Operations Specialist with file processing, Concur, Remote Deposit, mRDC, and other banking processes
- Assures compliance with all Bank policies and procedures and all applicable state and federal banking laws, rules and regulations
- Assumes responsibility for various department functions in the absence of staff members or in overload situations

ENTRY LEVEL SKILLS AND ABILITIES:

- Bachelor's Degree required or 3 years of related experience
- Strong communication skills, verbal and written
- Ability to resolve complicated issues as they arise
- Proven organizational skills and ability to prioritize and multi-task
- Working knowledge of all related state and federal banking compliance regulations, bank operational policies and procedures, and the Bank's products and services

All qualified applicants will receive consideration for employment without regard to race, ethnicity, gender, sexual orientation, religion, color, age, disability, veteran status, national origin, ancestry, gender identity, marital status, citizenship status, medical condition (including pregnancy), or any other characteristics as specified by the applicable laws.