

We are looking for a Deposit Operations Specialist in Vidalia!

The ideal candidate will have prior experience as a banker in the Deposit Operations area. Preferential consideration will be given to those with experience in retail banking, CSRs, GL accounting experience, and/or those with a high level of deposit account servicing responsibilities.

Deposit Operations Specialists work behind the scenes completing various time sensitive tasks daily in addition to regularly interacting with customers, mainly over the phone.

Qualifications:

- Prior CSR / Retail Banking Experience preferred
- High School Diploma or equivalent required
- College Diploma/Degree preferred or 3+ years of related banking experience

Duties include, but are not limited to:

- Monitoring, processing, and correcting deposit related transactions
- Process wire transfers
- Review and approve Mobile and ATM deposits
- Monitor online banking systems for cash management transactions
- Process exception items: chargebacks, overdrafts, non-posts, stop payments, and adjustments
- Process debit card, check and ACH fraud; manage the dispute process
- Setup business customers for cash management functions: Positive Pay, ACH, RDC and Wire
- Complete research requests and other customer requests
- Receive, handle and respond to subpoenas, garnishments and levies
- Reconcile certain general ledger accounts, correspondent bank accounts, cashier's check, interest check, and other internal bank accounts
- Review and print notices and statements
- Additionally, processing of return mail, maintaining, documenting, and properly storing deposit records using the current record retention schedule along with conforming to bank policies, procedures and regulatory compliance are a function of the department and bank's strategic goals
- Answer customer calls
- Successfully complete ongoing testing and training on bank regulations and job functions
- Responsible for providing back up to all other Deposit Operations Specialists
- Other duties as assigned by management

Skills and Expectations

- Proficient in Microsoft office including Outlook, Word, and Excel spreadsheets
- Very detail oriented
- Working knowledge of consumer and business banking services.
- Great customer service / people skills
- Proper telephone etiquette
- Communicate effectively
- Work well with others in a team environment
- Ability to perform multiple tasks quickly and accurately
- Handle all situations in a professional manner
- Reliable / good attendance record
- Proficient, willing and able to learn new software and technology platforms easily.

- Able to perform mathematical calculations accurately
- Sitting or standing for extended periods in a cubicle/office setting.
- Maintain confidentiality of customer information
- Must comply with various rules, regulations, policies, and ethical standards governing the financial service industry including compliance with the Bank Secrecy Act.

Company Benefits Include: Paid Vacation, Paid Holidays, Personal Time Off, Health & Dental Insurance, 401k, Life Insurance, educational & training opportunities

Resumes can be emailed to hr-jobs@altamaha.bank *Equal Opportunity Employer*