

Do you value your **FAMILY, COMMUNITY** and **CLIENTS**?
Would you like to join a client-focused team where family and community are valued,
and your voice will have an impact?

Bank of Belleville is the smaller bank that delivers bigger service.

JOB PURPOSE:

The *Bank Operations Specialist* serves as the primary support for all day-to-day bank operations.

KEY DUTIES AND RESPONSIBILITIES:

- Daily tasks include, but are not limited to, image exception item processing, overdraft decisioning/processing, extended overdraft monitoring, review and posting of incoming/outgoing cash letter items, stop payment suspects review and returns, ACH exception item review and processing, large item review, and mobile deposit capture item review
- Input, process, review and reconcile domestic and international wire transfers
- Balance bank general ledgers, correspondent accounts and internal deposit accounts
- Monitor the bank's compliance to Regulation D
- Complete and reviews various applications, contracts, and agreements (Cash management, ACH, remote deposit capture, mobile deposit, and wire)
- Process fraud dispute and adjustments in compliance with Regulation E
- Monitor maintenance performed on all customer information files, deposit accounts (DDA/IRA/CD/SAV/HSA), debit and ATM cards, and digital banking profiles
- Complete Monthly Deposit Certification
- Manage and track corrections for bank deposit files that do not meet bank compliance
- Review currency transaction reports in to ensure completion and upload to FinCEN
- Monitor accounts, investigate potential suspicious activity and file SARs as appropriate
- Complete initial setup of ACH originator access in digital banking, monitor ACH limits, ensure annual ACH reviews are completed and up to date on NACHA rules and regulations
- Assist in training team members (system support, policies, and procedures)
- Compile reports and supporting documents for bank's internal and external audit requests
- Verify deposit rate changes
- Assist with End of Year preparations, tax form reporting, and account corrections
- Support other members of the Operations Department and serve as the primary back up to the AVP Bank Operations Officer(s)
- All other duties as assigned

KNOWLEDGE, EXPERIENCE & SKILLS RECOMMENDED:

1. Education and/or Related Experience

- Bachelor's degree (BA) and/or 2-3 years related experience; or equivalent combination of education and experience
- Basic understanding of federal banking regulations, Bank Secrecy Act, AML laws, and Office of Foreign Assets Control (OFAC) Sanctions Programs
- Comprehensive knowledge of Microsoft Office and Google Suite

2. Special Standards/Skills

- Analytical skills - customer service, interpersonal skills, oral/written communication, teamwork minded, goal oriented
- Problem solving - identifies and resolves problems in a timely manner
- Technical skills - strives to continuously build knowledge and skills
- Autonomy - Ability to work independently on assigned projects or tasks without much direction or instruction
- Accountability – Accountable to do job to the best of ability and seek out answers (supervisor) when unsure of how to properly respond to a given situation
- Managerial skills – Ability to make decisions that are moderately complex and non-routine

Bank of Belleville is an equal opportunity employer committed to creating a diverse workforce. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status, among other factors.