

## **JOB DESCRIPTION SUMMARY**

Enters and verifies a variety of specialized data. Researches and resolves problems regarding data. Follows set procedures. Operates with minimal supervision and may exercise independent judgement in completing assignments and resolving issues. Responsible for prioritizing assignments and assisting others bank wide.

- Assist with IRA processing and provide support to internal Bank employees.
- Resolve complex operational issues including account research, problem transactions, account documentation, and statement issues.
- Complete reconciliations and managerial reports.
- Assist Department Manager with identifying, developing, planning, managing and executing Operations projects and strategic initiatives.
- Assist with annual escheatment process.
- Analyzes customer transactions as required by the Bank Secrecy Act including monitoring customers who are exempt from Currency Transaction Reporting. Make recommendation for additional exemptions. Reviews and files Currency Transaction Reports for the Bank.
- Serves as the bank's Assistant Bank Secrecy Act Officer, which includes providing back up and assistance to the bank's Bank Secrecy Act Officer as needed.
- Assists internal customers with questions and training as necessary.
- Provides backup and assistance to all other Operation's positions.
- Assists with new account and file maintenance data entry, FedLine verifications, Accounts Payable processing, and document scanning.
- Assists internal customers with existing accounts by providing information concerning documentation requirements, transactions, and other research.
- Processes garnishments, tax warrants, IRS Levies, subpoenas, and summons as required. Follows up on outstanding issues and communicates with managers.
- Aids with managing the Forms Glossary, Outlook Forms, and forms creation.
- Provides back up to the Operations Manager for deposit rates, user access, and password resets.
- Processes and reconciles Federal and State withholding payments and reporting.
- Acts as the Bank's purchasing agent and maintains and supports purchasing guidelines as per the Cost Control Policy.
- Responsible for inventory management and oversight of the Supply Room. Maintains equipment inventory for all locations.
- Maintains vendor relationships and negotiates for price, quality and delivery.
- Provides training, guidance and support to location Supply Coordinators.
- Must have excellent communication skills, be detail oriented, and be able to multitask.