



Bank Operations Specialist Job Description

Job Title: Operations Specialist

Location: Main Office 975 34th Ave NW, Rochester, MN 55901

FLSA Status: Non-Exempt

Schedule: Full-Time

General Job Description

The Bank Operations Specialist position performs a variety of operational roles in a consistently high-quality and efficient manner. Duties encompass a broad range of daily processing with many of these tasks being time sensitive. This position requires a strong work ethic, attention to detail, accuracy and efficient work habits, along with strong verbal communication skills, team orientation, ability to multi-task, and to focus in a busy environment.

This is a 40-hour per week, Monday through Friday, non-exempt position. Hours will range between 8:00 a.m. to 5:00 p.m.

Duties and Responsibilities

- Ensure accurate and timely processing of daily exception items and NSF, official bank checks, and check image files;
- Assist in verifying and approving ACH and Billpay files;
- Enter and process wire transfers, verify wire agreements on file;
- Perform general ledger entries as needed;
- Currency Transaction Report review;
- Accounts Payable processing;
- Process and assist with bank garnishments, levies, financial summons;
- Assist with reconciling various internal bank and general ledger accounts;
- Assist with internal audit functions, including ACH audit;
- Upload, monitor and review daily reports;
- Assist with online banking/bill payment questions/concerns;
- Adheres to organizational policies and procedures;
- Maintains the privacy of customer information and the security of all records;
- Physical presence at the bank;
- Provide exceptional customer service;
- Provide support in areas of compliance, regulations, bank policies and procedures;
- Understands and adheres to the responsibilities associated with BSA /AML/OFAC/NACHA in relation to job performed;
- Additional duties assigned by management.

Back-up Responsibilities

- Back-up to Accounting Specialist

Skills and Abilities

- Ability to communicate (orally and in writing)
- Ability to deliver a high level of responsiveness to internal staff with strong customer service orientation
- Ability to maintain discretion and confidentiality
- Ability to multi-task and organize priorities
- Ability to perform in a team environment
- Ability to read and interpret documentation such as operating and procedure manuals
- Excellent professional presentation skills
- General knowledge of the banking industry
- High level of accuracy and timeliness
- Knowledge of various bank products and services
- Knowledgeable and competent in all aspects of bank operations
- Perform duties in compliance with policy, procedure and process
- Comfortable with various computer software such as Microsoft Word, Excel, Outlook, Windows and the internet
- Regular and predictable attendance and punctuality
- Self-motivation, and strong attention to details
- Strong aptitude for problem solving

Education and Preferred Requirements

- High School Diploma or General Education Degree (GED)
- 2 year business degree or related financial operations experience
- Minimum of 3 years banking experience
- Banking operations experience preferred

Working Conditions

Must be able to stand and/or sit for extended period of time. Occasional heavy lifting required. Job requires employee to bend forward by bending forward at the waist, or by bending the legs and spine. Must be able to express ideas by the spoken word, and requires perception of speech.

ONB Bank offers a comprehensive benefit package to our full time employees:

- Medical * Dental * Vision
- Paid Time Off
- Paid Federal Holidays
- Life Insurance
- Short Term and Long Term Disability
- Flexible Spending Accounts
- SIMPLE Retirement Savings Plan
- Employee Referral Program
- Educational Assistance
- Employee Birthday Pay
- Employee Wellness Allowance

ONB Bank is an Equal Opportunity Employer

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