



OPERATIONS SPECIALIST

Department: Operations Department
Reports To: Client Support Manager
FLSA Status: Non-Exempt
Prepared Date: 09/21/2017
Travel Required: <5%

Summary: Provides support and coordination to the Operations Department

Essential Duties and Responsibilities

- Responsible for adhering to the bank's domestic operating policy, procedures, forms and new programs.
- Ensures that all day-to-day functions of the operations department are properly completed as assigned, including processing and review of:
 - Exception Items
 - Banking Wires & Remittances and Reconciliation
 - Large Items
 - Legal Processes
 - ATM/Debit Card Reconciliation & Posting
 - Treasury Management Services
 - Dormant & Inactive Accounts
 - Check Adjustments
 - Deposit Corrections
 - Deposit Returns
 - Change of Address Requests
- Assists with business and consumer online banking setup
- Quarterly reviews of Brokered and Local Agency Deposits
- Assists and guides the department's Client Support Specialists
- Completes research projects for customer inquiries and ensures satisfactory resolutions
- Answers customer (internal and external) inquiries
- Assists other operations staff members and may take on additional role as required by the department.
- Will adhere to and comply with all United States Federal and State Regulations including the Bank Secrecy Act, Anti-Money Laundering Act, USA PATRIOT Act, and OFAC laws and their implementing regulations.
- Regular attendance is an essential function of this position.



- Performs duties to ensure proper identification and information gathering of all parties subject to SBIC's Customer Information Program (CIP) and Customer Due Diligence Programs.
- Reviews reports to detect Suspicious Activity and files required reports to the BSA Officer or designee as found.
- Complete Monthly Certifications
- Regular attendance is an essential function of this position

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience: Associate's degree or equivalent; or one to two years related experience and/or training; or equivalent combination of education and experience. Knowledge in Federal Banking Regulations relating to customer deposit accounts.

TO APPLY:

If you would like to apply, please submit a cover letter referencing the job title, resume, three professional references (names/contact information) and send to:

careers@sbical.com

Fax: 213.489.4560

Documents submitted via email as attachments must be in Microsoft Words or pdf format. Resumes that do not reference a specific job title in the cover letter or email subject line will not be considered.