

First Bank of Highland Park

Date	5/21/2020	Requisition Number	2020 – 08
Position	Operations Analyst		
Department	Deposit Operations		
Reports To	Assistant Vice President/Deposit Operations and Wire Department Manager		
Basic Function	Work with the Deposit Operations Team to complete a wide variety of assigned deposit related functions accurately and in compliance with established policies and procedures.		
Essential Duties	<p>Exception Processing</p> <ul style="list-style-type: none"> • Responsible for monitoring, researching, and processing a variety of exception items on a daily basis such as, but not limited to: <ul style="list-style-type: none"> ○ Non-post ○ Stop payment ○ Overdraft ○ Positive Pay ○ Incoming and outgoing return items, including check, ACH, & card services ○ Reclamation and death notice entry ○ Prenotification and notification of change <p>Wire Transfer Processing</p> <ul style="list-style-type: none"> • Perform daily wire transfer functions such as, but not limited to: <ul style="list-style-type: none"> ○ Monitoring wire transfer email ○ End of day closing functions including posting verification and balancing ○ Wire call backs ○ Input, verify, and releasing outgoing wire transfers and releasing incoming wires in accordance with policy and procedure <p>Client Services</p> <ul style="list-style-type: none"> • Properly identifies Clients adhering to guidelines noting in the Client Identification Policy • Maintains outstanding internal and external Client service relations through courteous and responsive support • Assist other departments, as needed, by providing counsel and information as it relates to the Deposit Operations’ policies and functions • Direct internal and external Clients to the appropriate personnel to resolve more complex questions or problems • Provide requested research and documentation for internal and external Client requests <p>Process routine daily functions such as:</p> <ul style="list-style-type: none"> • Complete daily internal Client requests received via e-mail in a timely manner such as, but not limited to: change of address, account transfers, stop payments, account research, sweep transfers, ACH transfers, transaction & client corrections, etc. • Monitor dormant accounts and assist with filing annual escheatment in accordance with the State of Illinois • Prepare reconciliations for assigned general ledgers and other internal accounts such as, but not limited to: ATM control and settlement, official checks, ACH settlement, ICS and CDARS, federal withholding, in process, etc. • Issue and balance check files 		

Website Job Posting

	<ul style="list-style-type: none"> • Review and approve mobile & merchant deposit review exceptions • Legal requests such as: levies, garnishments, subpoena for records, etc. • Chex Systems maintenance and reporting • Fraudulent claim processing <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Other duties as assigned
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • A working understanding and application of all policies, procedures and regulations pertaining to Deposit Operations • Ability to operate in a team environment to accomplish shared goals • Ability to multi-task and effectively manage time • Ability to perform tasks quickly and accurately • Detail orientated • Good mathematical and problem-solving skills • Tact and diplomacy in dealing with both clients and employees • Good communication skills and pleasant telephone manner • Proficient computer skills
Training & Experience	<ul style="list-style-type: none"> • High school diploma or GED • Microsoft proficiency • 5 years of banking experience with at least 3 years of deposit operations experience preferred • Fiserv application helpful

To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2020 - 08.