

## **JOB TITLE: DEPOSIT OPERATIONS SPECIALIST**

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Location: Norwalk, CT

Type: Non- Exempt/Non-Officer/40 hours per week/non-remote

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### **Position summary:**

Responsible for daily Deposit Operations and associated accounting functions.

### **Qualifications required:**

- High school diploma or equivalent
- Teller trained at Connecticut Community Bank
- Windows and Excel proficiency
- Basic accounting skills

### **Essential functions and responsibilities:**

- Forward to departments the daily statement activity for FRB and correspondent bank accounts
- Prepare/process daily accounting entries i.e. Fed transactions, Inclearing, etc.
- Balance daily settlement of ATM transactions, prepare accounting entries, resolve inquiries, etc.
- Prepare/process daily accounting entries for Branch Capture, balance and resolve all differences
- Process return deposited items i.e. large dollar notifications, holds, account entries, etc.
- Process daily branch payment decisions, print and mail overdraft notices to customers
- Process large dollar signature verification to identify potential fraud, follow up with Branch
- Daily printing and mailing of all customer notices i.e. maturity notices, return items, etc.
- Review daily Inclearing/ACH incoming files for errors, process corrections, OFAC, etc.
- Process incoming/outgoing wire transfers, mail/fax notification advices, reconcile, etc.
- Download, process, and confirm online banking domestic outgoing wires
- Review deposited Mobile Capture items for completeness and approve checks for processing
- Clear Remote Deposit cashbox daily (777)
- Process all daily mail received i.e. deposits, loan payments, etc.
- Prepare letters for dormant account status changes, provide to Security Officer for review, etc.
- Process and transmit checks via Branch Capture
- Download reports for retention and update log with daily ACH and Remote Capture totals
- Balance GL suspense accounts daily, weekly and monthly i.e. FRB items in collection, etc.

## **JOB TITLE: DEPOSIT OPERATIONS SPECIALIST**

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Location: Norwalk, CT

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### **Essential functions and responsibilities:**

- Process returned mail notify Branches/Loan Operations and place lock-out flag on account
- Process foreign check collections with Correspondent Bank
- Research and resolve deposit account customer inquiries, encoding errors, photocopies, etc.
- Process loan and deposit product interest rate changes on a daily basis
- Assist with online banking password resets
- Handle daily mail, sorting and distribution to branches and internal departments
- Verify/track stop payments placed on deposit accounts, print online banking stop payments, file
- Obtain weekly billing of Deluxe items, process clearing entries to the appropriate DDA account
- Perform searches for Request for Information, respond to asset verification, etc.
- Maintain files of transit checks for retention period, prepare items for regular destruction

Salary Range \$17.00-\$23.00 per hour