

**VERABANK  
JOB DESCRIPTION**

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**JOB TITLE:** Wire Transfer Clerk

**DEPARTMENT:** Treasury Management

**INCUMBENT:** \_\_\_\_\_

**SUPERVISOR:** Treasury Management Supervisor

**FLSA STATUS:** Non-Exempt

**DATE:** May 13, 2025

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**JOB PURPOSE**

Responsible for authenticating and processing daily incoming and outgoing wire transfers. Responsible for providing professional, friendly customer service in researching and responding to inquiries of wire status. Responsible for validating identities and following policies and procedures to protect customers and the bank from loss or compromise.

**DUTIES AND RESPONSIBILITIES**

1. Accurately and efficiently receives, reviews and processes outgoing wire instructions from customers, branches, and departments. Verifies the validity of instructions, and initiates corrective action if the information is invalid or deficient.
2. Transmits outgoing wires, within authorized limits.
3. Receives and reviews incoming wire instructions. Verifies the validity of these instructions, and initiates corrective action if the information is invalid or deficient.
4. Follows security and operational control procedures for the wire transfer system.
5. Prepares and balances wire transfer entries for processing.
6. Prepares various reports to keep management informed on the volume of incoming and outgoing wires.
7. Maintains the wire transfer information database to ensure wire authorizations are current.
8. Researches and responds to inquiries of wire status.
9. Responsible for referral and cross-sell of bank products and services.

**CONTACTS**

Daily contact with supervisor, branches and departments. Occasional contact with other

bank's wire personnel and customers inquiring on wire status.

### **SPECIFIC REQUIREMENTS**

1. High school diploma or equivalent experience.
2. Excellent oral and written communication skills.
3. Excellent customer service skills.
4. Detail oriented.
5. Knowledge of personal computer and related word processing and spreadsheet software.

### **PREFERRED REQUIREMENTS**

1. One year experience and comprehensive knowledge of rules and regulations associated with wire transfer function.
2. Familiar with the bank's core accounting system.
3. Ability to work independently and as a team with excellent time management skills.
4. Knowledge of various banking departments.

### **PHYSICAL REQUIREMENTS**

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment.

### **NOTICE**

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Employee

Department/Division Manager

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Date

Date