

**VERABANK
JOB DESCRIPTION**

JOB TITLE: Deposit Operations Assistant

DEPARTMENT: Deposit Operations

INCUMBENT: _____

SUPERVISOR: Deposit Operations Supervisor

FLSA STATUS: Non-Exempt

DATE: June 10, 2019

JOB PURPOSE

Responsible for providing support, service and various internal control functions for the branch staff and customer requests in an efficient, accurate and courteous manner. Learn all processes and procedures of Deposit Operations to facilitate management in improving efficiencies and automate more processes.

DUTIES AND RESPONSIBILITIES

1. Set up, change and delete dynamic transfers based on customer request.
2. Responsible for CIP and document review of all new business deposit accounts, Certificates of Deposits and other deposit account as assigned.
3. Review daily reports assigned to this job function.
4. Track any trailing documentation exceptions for New deposit accounts discovered during the review process.
5. Notify branches of any outstanding or trailing documents needed for a particular account.
6. Maintenance activities for Loan CIP BEN activity.
7. Delete certain documents in DocuTreev at the request of branch personnel.
8. Review large items for signature and endorsement.
9. Program ACH translations as needed and requested by the customer.
10. Cross train for other job functions as back up as needed in the department.
11. Assists with responding to customer or bank personnel inquiries and helps resolve problems with customer's accounts.
12. Responsible for referral and cross-sell of bank products and services.

CONTACTS

Daily contact with supervisor, bank personnel and customers.

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 in similar deposit operations functions.
2. Familiar with the bank’s core accounting system.
3. Comprehensive knowledge of banking rules and regulations.
4. Ability to work independently and as a team with excellent time management skills.
5. 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.

Employee	Department/Division Manager
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Date	Date
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