

Electronic Banking Processor

Citizens Alliance Bank, its Directors, Officers and Employees are committed to meeting the challenges of the future of the organization. We are a family friendly, dynamic and industrious place to work.

We are currently seeking an Electronic Banking Processor in our Clara City location. This position will be responsible for effectively processing daily ACH transactions and wire transfer requests through several banking platforms with strict adherence to the Bank's Policies, Procedures, and regulatory requirements governing wire transfers and ACH transactions.

Citizens Alliance Bank is a great place to work with competitive wages and benefits. We are customer driven and community focused in all of our locations.

Accountabilities

- Process daily incoming and outgoing wire transfers through several banking platforms. Prompt, efficient and accurate service in processing transactions is required. Appropriate decision-making is also necessary.
- Process ACH files for ACH Originators, retrieve and maintain volume activity for such customers.
- Meet critical processing deadlines for all electronic banking transactions.
- Demonstrate the ability to establish priorities and proceed with job duties without immediate supervision.
- Demonstrate the ability to work independently on assigned job duties, but also collaborate with co-workers.
- Perform various security related functions such as PIN verifications and callback confirmations with customers to validate the authenticity of their electronic banking transactions.
- Create and maintain procedures and resources under the directions of the Electronic Banking Supervisor and Operations Manager.
- Research and investigate electronic banking transactions when necessary.
- Adhere to and comply with all applicable federal and state laws, regulations and guidance, including those related to wire transfers and ACH, as well as, adhere to company policies and procedures.

Job Specifications

Attributes of a successful candidate will include the ability to work independently, have strong organizational skills, be professional at all times and be able to maintain a high level of focus and accuracy and confidentiality, in a fast-paced work environment. Demonstrate proficiency with Microsoft Office Applications and core processing software(s). Strong communication and time management skills, as well as interpersonal skills are required of this position.

Job Qualifications

Education:

- A degree or certificate in finance or business, or equivalent experience is preferred.
- Continuing Education in order to maintain job knowledge is required.

Experience:

- 1 to 3 years of electronic banking, compliance, banking, or equivalent experience is preferred.
- Proficiency in Microsoft Office Applications is required.
- Physical presence in the bank is required.

Salary will be based on qualifications. Citizens Alliance Bank offers a competitive benefits package.

Citizens Alliance Bank is an Equal Opportunity Employer of Protected Veterans and Individuals with Disabilities.