



Position: Deposit Operations Specialist
FLSA Status: Non-Exempt
Pay Range: \$45k - \$52k

Department: Deposit Operations
Location: Hammond, LA
Hours Needed: 8:30-5:00, Monday thru Friday

Position Summary:

Responsible for supporting the Deposit Operations in order to efficiently process deposit products and to retain and utilize information relating to these products; participating with the Technology Services Manager and Branch Managers in supporting specific goals for the departments; determining work procedures and expediting work flow; support for new product and service implementations; ensuring the department's compliance with operating policies and procedures and outside regulatory requirements; providing periodic reports.

Job Responsibilities:

- Maintains and updates bank level coding.
- Oversees the processing of bank deposit accounts, e.g., DIP, IOLTA, Federal Withholding, CP2100, Distributions, 5498 reporting and other tax reporting
- Performs and oversees research and analysis of deposit accounts for various purposes; takes appropriate action. (Subpoenas, Levies, Garnishments)
- Oversee accurate information, retention and record keeping.
- Performs or directs any required balancing and reconciling activities relating to deposit product general ledger accounts by reviewing those accounts on a regular basis. (Fed Returns, Balance internal accounts and GLs)
- Supports new product and service implementations with procedures and training.
- Establishes processing priorities to ensure daily work is processed in a timely manner.
- Monitors and maintains compliance with regulatory changes.
- Oversees the processing of incoming/outgoing files and returns, such as Fed ACH/Wire and Remote Deposit Capture, are done within established deadlines.
- Participates in all aspects of EFT to include ACH, Debit Card production and activity, Online Banking, Mobile Banking, and Remote Deposit.
- Assists in researching errors and problems by providing potential resolutions.
- Assists in providing information for all audit requests for the Deposit & Data Operations departments for both internal and external auditors.
- Communicates with the Technology Services Manager, Branch Managers, and interfaces with other department managers and appropriate staff personnel in order to integrate goals and activities.
- Consistently supports the Bank and its core values.
- Follow all bank policies and procedures.
- Additional duties may be assigned by supervisor.

Requirements:

- 5+ years of experience in Banking, preferably Deposit Operations, or equivalent experience and certifications
- Bachelor's degree in Business, Finance, or Accounting preferred
- AAP, CISP (Certified IRA Services Professional), CTP (Certified Treasury Professional), and/or APRP (Accredited Payments Risk Professional) certifications preferred
- Horizon XE and FIS experience preferred
- Basic math and accounting skills
- Knowledge of banking principles and practices
- Understanding of banking compliance and regulations

- Excellent accuracy and attention to detail
- Honesty and integrity
- Ability to follow directions, comprehend new training, and adapt to changes in policy and procedure
- Excellent organizational, time management, and decision-making skills
- Adept at navigating technology and software systems
- Exceptional verbal, written, and interpersonal communication skills
- Ability to work well independently and as a team

Benefits:

- Medical, Dental, and Vision Insurance
- Company Provided Life and Disability Insurance
- Paid Time Off
- 401(k) with Employer Match
- Tuition and Professional Development Assistance

American Bank is an Affirmative Action and Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.