

## ECB&T Deposit Operations Specialist Job Description

**Job Title:** Deposit Operations Specialist  
**Reports To:** Chief Operating Officer  
**Prepared By:** Administrative Services

**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Updated Date:** 01/07/2015

**Summary:** Under general supervision, the Deposit Operations Specialist performs daily procedures which support functions of core processing system(s), including intraday, nightly, and month end processing, computer operations, statement preparation, proof, exception item processing as well as other support roles; processes requests from Bank personnel and customers within given authority and ensures requests are completed in a timely fashion; performs a variety of routine daily tasks; reviews reports, prepares correspondence; participates in special department projects.

### **Essential Duties and Responsibilities:**

- Provide high quality support to customers and Bank personnel for questions regarding account activity, statements, core processing software, etc.
- Review DDA and Savings non-post transactions; make corrections as needed
- Reconcile DDA and Savings with General Ledger
- Process incoming and outgoing cash letters, Fed returns, and overdrafts
- Process and balance transactions; check for accuracy
- Submit various jobs for end of day processing
- Balance with proof operator
- Print and process account statements, notices, interest checks
- Complete various transactions and reports for EOM, EOQ and EOY processing
- Compile information for Verification of Deposit forms, Subpoena's Notices of Levy & Non-wage garnishments
- Process research requests from customers and Bank personnel
- Explain, promote, or sell products and services
- Other miscellaneous duties as assigned

**Supervisory Responsibilities:** No supervisory responsibility

**Position Qualifications:** High School Diploma or GED, Minimum 1 year experience in basic computer applications and banking, Minimum of 1 year experience in back-office or call center environment. Excellent customer service skills and computer skills, ability to communicate effectively, both verbal and written. Strong organizational skills, ability to multi-task and to manage time and prioritize effectively.