



## **Deposit Operations Specialist – InBank, Denver Metro**

The Deposit Operations Specialist is responsible for performing a variety of duties and data processing processes the Bank's Deposit Operations Team. They assist in creating efficiencies and promoting operational support which is integral in delivering exceptional customer service.

### **Essential Job Functions:**

- Execute day to day operations and system needs on the Deposit Operations Team.
- Perform daily tasks as assigned, but not limited to, ACH and wire processing, reconciliations and customer service functions.
- Coordinate the development of operational workflows for maximum efficiency.
- Assist with disaster recovery tests which are conducted annually.
- Coordinate, write and maintain operational procedures, policies and/or Operations Manuals.
- Review Overdraft accounts and coordinate the customer contact process leading to Charge Off as applicable.
- Assist with the Operational Risk Committee in the capacity of keeping minutes and distributing meeting notes.
- Dormant account monitoring and reporting.
- Cross functional department support (Treasury Management, Finance, Lobby Staff).
- New account and current account maintenance reviews to ensure compliance with all BSA and bank policies.
- Maintain current knowledge and follow all bank financial and security regulations and procedures.
- Embody, embrace, and demonstrate InBank's Core Values: Commitment, Innovation, Responsibility, Teamwork, Happiness, and Authenticity.
- Other duties as assigned.



**Minimum Qualifications:**

- High School Diploma or equivalent.
- 3+ years of banking and/or financial industry related experience.
- Proficient in all Microsoft Office Products; 10-key touch is preferable.
- Working knowledge of bank products and services.
- Excellent communication skills.
- Ability to handle pressure and meet deadlines.
- Ability to work in and facilitate a team environment.

**Preferred Qualifications:**

- Accounting or bookkeeping experience

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InBank is an Equal Opportunity Employer committed to creating a diverse workforce. We support a work environment where colleagues are respected and given the opportunity to perform to their fullest potential. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status, or any other characteristic protected by applicable federal, state, or local laws.