

# First Bank of Highland Park

<b>Date</b>	1/23/2020	<b>Requisition Number</b>	2020 - 03
<b>Position</b>	Deposit Reporting Specialist		
<b>Department</b>	Deposit Operations		
<b>Reports To</b>	Vice President/Deposit Operations & Client Service Manager		
<b>Basic Function</b>	Deposit Reporting Specialist will be responsible for assisting in the development and distribution of metrics, dashboards and reports for multiple business lines. Key job responsibilities include data extraction, analysis, and report building to create management and Board level reports from raw system data.		
<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Acquire data from multiple data sources</li> <li>• Create, modify and maintain custom metrics, dashboards and reports assigned and requested</li> <li>• Develop and implement data collection processes that optimize efficiency and quality</li> <li>• Develop and implement data validation processes to ensure data and calculations are accurate</li> <li>• Develop and implement efficient report distribution processes</li> <li>• Work closely with management to prioritize reporting requests</li> <li>• Create and maintain reporting procedures</li> </ul> <p><b>NONESSENTIAL DUTIES</b></p> <ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>		
<b>Knowledge, Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Technical proficiency</li> <li>• Strong analytical skills with the ability to collect, organize and analyze significant amounts of information with attention to detail and accuracy</li> <li>• Ability to manage time and prioritize requests and projects to meet deadlines</li> <li>• Flexibility and adaptability to adjust to changing project needs in evolving situations</li> <li>• General knowledge of banking operations</li> <li>• Working knowledge of financial and banking terminology</li> <li>• Ability to utilize general knowledge of banking operations and terminology to interpret high-level requests to create effective data visualizations</li> <li>• Strong verbal and written communication skills</li> <li>• Highly organized</li> <li>• Attention to detail</li> <li>• Self-motivated</li> </ul>		
<b>Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>• High school diploma or GED</li> <li>• College degree in related field preferred</li> <li>• Three to five years of Banking experience</li> <li>• Advanced level of proficiency in Microsoft Excel, Word and PowerPoint required</li> <li>• Previous report writing/building experience preferred</li> <li>• Experience with various Fiserv applications helpful</li> <li>• Additional training/education helpful</li> </ul>		

***To Apply: Send email with attached resume to [careers@firstbankhp.com](mailto:careers@firstbankhp.com). Please reference Job Code 2020 – 03.***

Website Job Posting