

# First Bank of Highland Park

<b>Date</b>	5/21/2020	<b>Requisition Number</b>	2020 – 08
<b>Position</b>	Operations Analyst		
<b>Department</b>	Deposit Operations		
<b>Reports To</b>	Assistant Vice President/Deposit Operations and Wire Department Manager		
<b>Basic Function</b>	Work with the Deposit Operations Team to complete a wide variety of assigned deposit related functions accurately and in compliance with established policies and procedures.		
<b>Essential Duties</b>	<p><b>Exception Processing</b></p> <ul style="list-style-type: none"> <li>Responsible for monitoring, researching, and processing a variety of exception items on a daily basis such as, but not limited to:               <ul style="list-style-type: none"> <li>Non-post</li> <li>Stop payment</li> <li>Overdraft</li> <li>Positive Pay</li> <li>Incoming and outgoing return items, including check, ACH, &amp; card services</li> <li>Reclamation and death notice entry</li> <li>Prenotification and notification of change</li> </ul> </li> </ul> <p><b>Wire Transfer Processing</b></p> <ul style="list-style-type: none"> <li>Perform daily wire transfer functions such as, but not limited to:               <ul style="list-style-type: none"> <li>Monitoring wire transfer email</li> <li>End of day closing functions including posting verification and balancing</li> <li>Wire call backs</li> <li>Input, verify, and releasing outgoing wire transfers and releasing incoming wires in accordance with policy and procedure</li> </ul> </li> </ul> <p><b>Client Services</b></p> <ul style="list-style-type: none"> <li>Properly identifies Clients adhering to guidelines noting in the Client Identification Policy</li> <li>Maintains outstanding internal and external Client service relations through courteous and responsive support</li> <li>Assist other departments, as needed, by providing counsel and information as it relates to the Deposit Operations' policies and functions</li> <li>Direct internal and external Clients to the appropriate personnel to resolve more complex questions or problems</li> <li>Provide requested research and documentation for internal and external Client requests</li> </ul> <p><b>Process routine daily functions such as:</b></p> <ul style="list-style-type: none"> <li>Complete daily internal Client requests received via e-mail in a timely manner such as, but not limited to: change of address, account transfers, stop payments, account research, sweep transfers, ACH transfers, transaction &amp; client corrections, etc.</li> <li>Monitor dormant accounts and assist with filing annual escheatment in accordance with the State of Illinois</li> <li>Prepare reconciliations for assigned general ledgers and other internal accounts such as, but not limited to: ATM control and settlement, official checks, ACH settlement, ICS and CDARS, federal withholding, in process, etc.</li> <li>Issue and balance check files</li> </ul>		

## Website Job Posting

	<ul style="list-style-type: none"> <li>• Review and approve mobile &amp; merchant deposit review exceptions</li> <li>• Legal requests such as: levies, garnishments, subpoena for records, etc.</li> <li>• Chex Systems maintenance and reporting</li> <li>• Fraudulent claim processing</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>• A working understanding and application of all policies, procedures and regulations pertaining to Deposit Operations</li> <li>• Ability to operate in a team environment to accomplish shared goals</li> <li>• Ability to multi-task and effectively manage time</li> <li>• Ability to perform tasks quickly and accurately</li> <li>• Detail orientated</li> <li>• Good mathematical and problem-solving skills</li> <li>• Tact and diplomacy in dealing with both clients and employees</li> <li>• Good communication skills and pleasant telephone manner</li> <li>• Proficient computer skills</li> </ul>
<b>Training &amp; Experience</b>	<ul style="list-style-type: none"> <li>• High school diploma or GED</li> <li>• Microsoft proficiency</li> <li>• 5 years of banking experience with at least 3 years of deposit operations experience preferred</li> <li>• Fiserv application helpful</li> </ul>
<p><b><i>To Apply: Send email with attached resume to <u><a href="mailto:careers@firstbankhp.com">careers@firstbankhp.com</a></u>. Please reference Job Code 2020 - 08.</i></b></p>	