



## DEPOSIT OPERATIONS SPECIALIST Job Description

Department: Operations  
Reports To: VP Deposit Operations  
Supervises: N/A  
Status: Full-Time, Exempt

### **Job Summary:**

Responsible for performing daily duties which support functions of core processing system(s), card processing system(s) and online banking system(s) including but not limited to daily, nightly, and month end processing, computer operation, proof and 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.

### **Key Results Areas:**

- Performs all technical deposit operational duties with a high degree of accuracy and detail.
- Prioritize daily duties and completes work in a timely and consistent manner
- Demonstrates superior customer service with appropriate follow through with customers and employees.
- Maintains a proficient knowledge of all applicable banking rules and regulations
- Assist with BSA/AML related tasks such as OFAC, FinCEN requests/filings, and transaction monitoring

### **Core Competencies:**

Maintains high performance standards, pays close attention to detail, accuracy and completeness, effective team member, organizes task and work responsibilities, completes work in a timely and consistent manner, excels at problem solving and has excellent internal and external communication.

### **Requirements:**

- High school diploma or GED.
- 1+ year of banking experience preferred.
- Basic knowledge of Bank operations and associated products and services preferred.
- Completes job duties with a high degree of accuracy and detail.
- Ability to operate various computer programs and operating systems.
- Strong oral and written communications skills.
- Ability to work in a team environment.
- Excellent phone skills.

*Astra Bank is an Equal Opportunity Employer. The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job*

Please apply at [astra.bank](http://astra.bank)  
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