

# Vice President of Deposits

Apply at <https://www.mybankusb.com/about-usb/careers>

Recruiter: Christina Stoneking

[HR@mybankusb.com](mailto:HR@mybankusb.com)

785-863-2267

---

<b>CLASSIFICATION:</b>	Exempt
<b>STATUS:</b>	Full-Time
<b>REPORTS TO:</b>	Chief Operations Officer and Building manager
<b>DATE:</b>	June 26, 2017
<b>REVISED:</b>	June 1, 2020

---

## JOB DESCRIPTION

### Summary/Objective

Vice President of Deposits an experienced operations officer, who is entrusted by the Chief Operations Officer (COO) to collaborate with the COO and other VPOs to direct the operations department of Union State Bank. Provides supervision of the overall operations at their location, and supervises all operations' employees at their location.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists in resolving customer problems beyond the supervisory level in all operational areas.
2. Performs BSA enhanced due diligence through daily monitoring of various customer transaction reports.
3. Monitors debit/ATM fraud alerts and takes appropriate actions.
4. Assists customers with fraud and/or identity theft issues.
5. Assists with administering and monitoring deposit regulations.
6. Assists with bank security and surveillance.
7. Handles Regulation E disputes and adjustments for bank's customers.
8. Reviews the disposition of the daily customer overdraft report.
9. Balances and reconciles various bank accounts.
10. Completes and files various bank reports on a quarterly basis.
11. Participates in Operations Committee meetings.
12. Processes daily incoming and outgoing ATM adjustments.
13. Participates in training seminars in all operations areas.
14. Be able to perform all the duties of an Operations Manager and Customer Service Representative.

15. Supervise operations' employees by preparing schedules for employees, completing performance evaluations, and discipline issues with the help of HR.
16. Follows all bank policies and procedures

**Supervisory Responsibility**

This position will supervise the tellers and operations at the branch.

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires manual dexterity, the ability to lift files and open filing cabinets. This position requires bending, stooping or standing as necessary.

**Position Type/Expected Hours of Work**

This is a full-time position, and general hours of work and days are

---

and some Saturdays from \_\_\_\_\_.

**Travel**

No travel is expected for this position in completing the day to day tasks.

**Required Education and Experience**

1. Bachelor's Degree OR High School diploma or G.E.D. and equivalent experience
2. Three years of prior experience in the operations department at a financial institution.

**Preferred Education Experience**

1. Five or more years experience in the operations department at a financial institution.

**EEO Statement**

The Bank provides equal opportunity to employees and applicants for employment without regard to race, color, national origin, religion, sex, age, disability, Veteran Status, sexual orientation, and any other class provided by federal law or state statute. In order to provide equal employment and advancement opportunities to all individuals, employment decisions will be based on abilities, qualifications, and merit.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**[signature page to follow]**

### **Signatures**

This job description has been approved by all level or management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_