

# NOW HIRING FOR A Wire Services Specialist

The Wire Services Specialist ensures the secure, accurate, and timely movement of funds for FHLBank. This role processes electronic transfers, assesses risk, resolves exceptions, and supports multiple operational departments while delivering strong member service. Key duties include account maintenance, ACH processing, intraday cash monitoring, high risk transaction approval, procedure upkeep, issue resolution, and monthly reporting for leadership.

## In This Role, You Will

- Process and verify outgoing wires, resolve exceptions, and ensure compliance with BSA/AML and FRB/FHLBank policies.
- Monitor and apply incoming wires, assess late transactions, and determine fee impacts.
- Support members with transactions, account setup, maintenance, and issue resolution.
- Manage ACH processing, returns, and reconciliation with the Federal Reserve.
- Review and approve high risk security transactions.
- Perform daily financial reconciliations and validate data accuracy.
- Identify process improvements and support cross training.
- Provide data and analysis for internal teams, auditors, and examiners.
- Prepare monthly executive reports using Power BI.
- Serve as backup to the cash desk and assist with system testing.

## Required Qualifications

- High school diploma or equivalent.
- One to three years of related experience.
- Proficiency with Microsoft Office applications, including Word, Excel, and Access.
- Strong verbal and written communication skills.
- Ability to accurately key and verify information while listening over the phone.
- Ability to operate standard office equipment (computer, copier, phone).
- Willingness and ability to work overtime when needed.

## Preferred Qualifications

- Six hours of college level accounting or finance coursework.
- Background in banking, securities, or customer relations.
- Knowledge of Federal Reserve Fedwire and ACH systems.

**Benefits:** FHLBank offers an attractive benefits package including health & dental insurance, 401(k) with company match, a short-term incentive plan, a flexible remote workday\*, student loan repayment assistance, onsite fitness center with shower facilities and much more.

*\*Eligible positions may have the opportunity to work remotely one day per week.*

**Find more details and apply online: [fhlbtopeka.com/careers](https://fhlbtopeka.com/careers)**

FHLBank is an equal opportunity employer.

## ABOUT US

FHLBank Topeka's products and services help our member financial institutions support affordable housing and community development efforts across the Midwest. We have been headquartered in Topeka, Kansas, since 1932.