



The following position is now available at Peoples Bank and Trust in McPherson. Please follow the instructions at the end of this notice to apply.

POSITION TITLE

E-Banking Specialist (Full Time – Non-Exempt)

ROLE

The E-Banking Specialist assists with the proper execution of all ACH and wire transfers originating from and received by the bank. This position also assists customers over phone and email with all aspects of online banking including e-banking enrollments, mobile banking, ATM and remote money transfers, and others.

ESSENTIAL FUNCTIONS

This position is responsible for the following functions:

Payment Processing

- Download, verify, import and approve all ACH files
- Verify and process incoming and outgoing wire transfers
- Review and process mobile, ATM and remote deposits
- Balance Federated Hermes and IntraFi network as well as wire transfers as needed
- Process outgoing ACH returns, NOCs, large item notifications and bill pay files as necessary

Payment Reporting

- Keep records of all wire transfers and ACH transactions processed
- Every morning at open of business, compile FedLine report, check IAT list, process ACH returns & NOCs, send remittance advice to customers and process funds transfers in Q2 Central
- At the end of every shift, check all wire transfers for postings, balance wires & ACH to FedLine and print all closing reports

Customer Service

- Assist customers by answering and following through on all phone and email requests related to online banking functions and ACH processing
- Assist customers with online and mobile banking account set up and services as requested

Various other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATION: High School Diploma or equivalent required

REQUIRED KNOWLEDGE: Thorough understanding of all bank ACH and wire payment processing practices, understanding of bank software related to mobile and electronic banking, knowledge of all bank reporting and payment processing programs and applications related to electronic banking

EXPERIENCE REQUIRED: 1+ years of experience working in banking preferred

SKILLS/ABILITIES: Excellent oral and written communication skills, effective collaboration, customer service skills, ability to work independently, drive assigned tasks through to completion, initiative, critical thinking, analytical ability, professionalism, attention to detail, high degree of integrity, organizational and time management skills

How to Apply:

All interested individuals are welcome to apply for this job opportunity. To apply, you may submit your application using the following link:

<https://peoplesbank.bamboohr.com/careers/280>