



Job Title – Operations Officer

Location – Festus

Status – Full Time

Work Schedule – Monday- Friday

We are seeking a dynamic and detail-oriented Operations Officer to join our team and drive excellence in managing daily business operations. In this pivotal role, you will oversee various operational functions, ensure seamless coordination across departments, and contribute to the strategic growth of the organization. Your technical proficiency, financial analysis skills, and leadership in managing teams will be essential to optimize processes, enhance efficiency, and support our mission of delivering outstanding service. This position offers an exciting opportunity to make a tangible impact within a fast-paced environment.

Duties

- Supervises the daily operations to include resolving exception items of nonsufficient checks, stop pays, non-posts, ACH returns, account exceptions and deposit return items.
- Process levies, garnishments, and subpoena information.
- Prepare information requested for audits and examinations.
- Oversees Federal withholding and IRS 1099, 945, and 5498 filings.
- Provide assistance to retail banking department when needed to answer questions in the absence of the Retail Regional Manager.
- Oversees wire transfers ensuring compliance with procedures. Maintains wire transfer log.
- Processes journal entries as needed.
- Oversees and serves as back-up to treasury management functions. Back-up for day to day support for treasury management clients by providing on-going training and problem resolutions.
- Oversees printing of interest checks and notices and processing of mobile deposits.
- Oversees audit confirmations.
- Attends monthly meetings for retail banking, IT committee, and compliance committee.
- Performs other duties as assigned.
- Follows procedures keeping security of bank in mind. Maintain confidentiality of all non-public information concerning the Bank to include financial and other information concerning customers, prospective customers, customer lists, records, data, and proprietary business information not generally available to the public.
- Assist with resolution of audits and compliance examination's findings. Assist with audits to include cash management services.
- Demonstrates knowledge of the industry in term of laws and regulations, including the Bank Secrecy Act, Reg CC, Reg E, and others relative to the job responsibilities.
- Train staff on procedures
- Completes performance appraisals and disciplinary actions for staff.
- Guides the overall functions of the back office operations.

Supervisory responsibilities:

- Position has supervisory responsibilities over staff and department operations to include exercising and influencing hiring, performance evaluations, disciplinary action up to and to include termination of employment.

Experience

- Education: Associate's degree from a two-year college or technical school
- Experience: Five or more years related experience
- Language skills: Ability to read, analyze, and interpret general business periodicals, procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of people.
- Mathematical skills: Intermediate Skills: Ability to calculate figures and amounts such as interest and percentages
- Reasoning ability: High Skills: Ability to solve practical problems and deal with situations where limited standardization exists. Ability to interpret instructions furnished in written, oral, or schedule form.
- Other skills: Ability to manage multiple tasks with efficiency, and proficiency in computer skills to include Excel and Word.

Join us as an Operations Officer and become a vital part of a forward-thinking organization committed to operational excellence. Your expertise will help shape our success story while providing you with opportunities for professional growth in a vibrant workplace.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person

We provide our employees with tools and training for long-term success. Midwest Regional Bank is an Equal Opportunity Employer. All offers for employment with Midwest Regional Bank are contingent upon successful completion of a criminal background check, credit check and drug screening.

Please send your resume to HR@mwregionalbank.com or stop by our Festus Branch to fill out an application.