



Job Title – Operations Assistant Manager

Location – Festus

JOB DUTIES

- Handle NSF/Exception Item Processing, Wire Origination, ACH Origination, GL Reconciliations, EFT Fraud reviews, Foreign Item processing, Dormant account handling, check adjustments, returned items, Large Item Review, IOLTA/IRETA remittance, Research Requests and other duties as needed.
- Provide support to branch staff; point of contact for escalation of operational issues.
- Perform spontaneous cash audits
- Manage escheatment for the bank
- Process EFT disputes, provide debit card support to branch staff, and perform card maintenance.
- Levy, Garnishment and Subpoena processing.
- Draft new procedures and provide updates to existing procedures as needed.
- Issue CD interest payments
- Execute extemporaneous projects
- Provide effective customer service and assist in resolving problems.

QUALIFICATIONS

High School Diploma or equivalent

Banking and Management experience

Efficient in fast-paced environment

Disciplined work ethic

We provide our employees with the tools and training needed to build and support career goals. 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 operations@mwregionalbank.com