
BANK OPERATIONS SPECIALIST

Full Time, Non-Exempt

Reports to VP, Bank Operations Manager

June 2021

Who We Are

At Seattle Bank, we think boldly. We are a boutique bank with a big vision for how we serve our clients and our community. With a motivated and forward-thinking team, we are building the modern banking business model in effort to deliver the highest value to our clients, community and shareholders. Our specialty is serving clients with complex, interwoven banking needs and giving them the peace of mind that only exceptional service can provide. Complex transactions – both loans and deposits – are routine at Seattle Bank. When we collaborate with clients and professional advisors to solve their specific problems, they see us not as their banker, but as an extension of their team. We set goals, work hard and reward a job well done – together. As a lean team, we do our work with directness, efficiency and transparency. Seattle Bank provides tremendous opportunities for eager and entrepreneurial professionals who want to be part of reimagining our industry and building a new kind of financial institution.

Position Summary

Under general direction of the Bank Operations Manager, the Bank Operations Specialist is responsible for a variety of operational functions within bank operations including ACH and wire processing, exception item processing, EFT error resolution & fraud monitoring/mitigation, and client service support.

Essential Duties

- Wire and ACH Origination: Ensure proper security controls are adhered to in processing of domestic and international wires and ACH files.
- Perform specialized operational tasks including branch and back-office internal certifications
- Perform a variety of deposit-related regulatory compliance monitoring functions including Regulation E, Regulation GG, Regulation J and ACH rules.

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- Daily operational functions including check adjustments, foreign item processing, levy/garnishment and subpoena processing.
- Support management of the Bank's IRA portfolio including ongoing transactional review to ensure proper tax reporting.
- Assist with fraud monitoring including research & recovery efforts
- Perform other duties and special projects as needed.

We'd love to hear from you if have:

- Bachelor's degree in business, or two to five years successful experience working in a banking environment, or the equivalent combination of education and experience.
- Ability to proactively identify and execute on process improvements.
- Agility and ability to demonstrate big-picture thinking in a fast paced & ever-changing environment.
- An eye for risk mitigation and fraud detection.
- Superior customer service skills with internal team members and external customers.

Interested?

Please send a cover letter and resume to jobs@seattlebank.com.

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess

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authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas. Employment at Seattle Bank is on an at-will basis.

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