

Job Title	Wire Transfer Coordinator
Short Description	Facilitate all wires
Full Description	<p>Position Description</p> <p>Department: Accounting Reports to: Accounting Manager, AVP Controller Skill Levels: N/A</p> <p>Position Purpose</p> <p>The primary purpose of this position is to assist Associated Credit Union in living out its Mission: To offer members financial products that fulfill their needs, service that exceeds their expectations, and relationships that inspire their trust.</p> <p>The Wire Transfer Coordinator facilitates all wire transfers, foreign and domestic for members and internal staff. This role assists members/internal staff with the electronic transfer of funds for their business and personal needs. This role provides support to members, frontline and back-office staff with questions or concerns in facilitating the requests. This role uses many different systems to facilitate wire transfers, Episys, The Federal Reserve Bank, CUTEK, Catalyst Corp and Excel.</p> <p>Essential Functions & Core Duties</p> <ul style="list-style-type: none">• Process all branch and Online Banking wire transfer requests according to the policies and procedures established by the credit union and requirements by The Federal Reserve Bank and Catalyst Corp..• Review all information obtained for completeness and accuracy of all Domestic outgoing wire transfer requests before file upload to The Federal Reserve Bank.• Review all information obtained for completeness and accuracy of all Foreign outgoing wire transfers requests before processing within Catalyst Corp software.• Review and process all Incoming wires from The Federal Reserve Bank.• Balance all Incoming and Outgoing wires to the Federal Reserve Bank account summary daily.• Post all Mortgage wire General Ledger entries daily.• Answer all Incoming wire transfer calls that are received via hunt group. <p>Other Duties & Responsibilities</p> <ul style="list-style-type: none">• Assist the Risk Management/Fraud department with attempted or processed fraudulent wire requests.• Send service requests to other Financial Institutions as needed to ensure proper wire postings.• Assist members with completing Online Banking wire request forms.

Qualifications

Education: High school graduate, Associates Degree or Accounting or business-related field. Equivalent combination of relevant education, training and experience may be substituted for education.

Experience: 2 years previous related experience desired but not required. Experience In using MS Excel, Word, DocuSign and any other related software.

Core Competencies:

- Possesses strong interpersonal skills in such a way that demonstrates daily the credit union's core values and standards.
- Functions effectively within a team environment.
- Excellent verbal communication skills; able to explain policies and procedures clearly and concisely to people with different levels of understanding.
- Demonstrates excellent judgement.
- Demonstrates attention to detail and able to detect errors or Inconsistencies.
- Proactively takes Initiative to follow through and make sure the job Is done properly and In a timely manner.

General Operational Requirements:

- Basic knowledge of credit union products and services, features and benefits.
- Possible schedule flexibility.

Performance Metrics

- Daily interaction with staff and management providing the ultimate member and staff experience.
- Completion of all wires transfer requests in a timely and consistent manner. Member notes and wire updates clear and defined.
- All wire transfers balanced and recorded properly and in a timely manner.

This job description is not intended to provide an all-inclusive listing of related job activities. Management may request the incumbent to perform other related activities in place of or in addition to those representative activities noted in this job description.

Created: 1/27/2021

Education	Associates degree preferred
Additional Comments	
Credit Union	Associated Credit Union
State	Georgia
Contact Name	Karen Pennington

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Expiration Date	07/30/2021