

# Position Opening Notice

**Position:** ACH Specialist (Full-Time)

**Location:** Account Operations / Main Office

**Reports To:** Account Operations Supervisor

**Duties:** Performs Fedweb duties to return Unauthorized/Improper ACH Debits, credit transactions posted to a deceased member or incorrect account, and occasional warehoused credits. Uses ACH rules to limit the Credit Union's liability and prevent possible federal and local regulatory fines.

**Qualifications:** Completion of a 2 year degree or completion of Accredited ACH Professional (AAP) Certification. Minimum of 2 years of experience in ACH or Accounting required, or equivalent combination of education and experience. Must possess sound balancing skills, have a keen eye for error resolution, excellent member service skills, also must be able to work well with all staff and management and perform as a member of a team.

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