

Job Title	Operations Specialist
Short Description	Diverse position within the credit union, working with management and other team members, performing various duties in the compliance, EFT/ACH and accounting areas of the credit union.
Full Description	<p>COMPLIANCE:</p> <ul style="list-style-type: none"> • Participate in ensuring compliance with our BSA Program <p>EFT/ACH:</p> <ul style="list-style-type: none"> • Verify the accuracy of postings and resolve any discrepancies. • Post overdraft notices. • Process and correct all EFT transactions transmitted daily from the Federal Reserve. • Work with all payroll contacts to coordinate payroll deductions, new member information, corrections, updates, changes, etc. • Assist in solving member issues or questions on EFT/ACH. • Enter all rejections, pre-notifications, stop payments, etc., on the Fedline. • Data enter bank-to-bank wires. <p>CARD PROGRAMS:</p> <ul style="list-style-type: none"> • Work with our Strategic Partners to proactively manage our card programs. • Download and archive daily reports • Process merchant disputes and credit and debit card fraud • Check for and process close-out packages <p>ACCOUNTING:</p> <ul style="list-style-type: none"> • Download shared branching reports • Process credit life and disability payments • Process accounts payable checks after receiving proper authorization • Pay corporate credit cards • Process charged-off loans and shares • Process employee reimbursements • Process staff incentive payments <p>OTHER:</p> <ul style="list-style-type: none"> • Assist with opening IRA accounts and manage IRA Program • Serve as a back-up teller when needed • Other duties as may be necessary (from time to time)
Education	High school diploma, GED, or equivalent; some college preferred
Additional Comments	Applicable experienced required. Only qualified candidates will be contacted.
Credit Union	Savannah Schools FCU
State	Georgia
Contact Name	Walter Merkle
Email	hr@ssfcuonline.org
Phone	912-236-0919

Fax

Expiration Date

03/31/2022