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# Example of Deposit Operations Specialist Job Description

Our company is growing rapidly and is hiring for a deposit operations specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for deposit operations specialist

* Compile, maintain and submit monthly assigned statistical reporting data in accordance with stated deadlines
* At all times maintain a high-degree of processing accuracy and member information confidentiality
* Responsible for ensuring detailed procedures are accurate and up to date in accordance with departmental process
* Act as a back-up to perform other assigned tasks within the Deposit Operations, Account Operations or Card Operations areas as required and assigned
* Promptly report any instances of non-compliance to credit union or department procedures/policies to area management
* Meet all legal due dates to be in legal compliance while ensuring our customer account privacy is preserved
* Performs basic tasks to support the operations
* Level 1 Issue Research & Resolution
* Handles internal/external telephone calls
* May be asked to participate in special projects

## Qualifications for deposit operations specialist

* Experience with legal jargon and communication is a plus
* High School diploma, general education degree (GED), or equivalent education required
* At least 1 year of prior banking experience required with a strong preference for experience in Deposit Operations
* 2 year related financial institution operations experience is preferred
* AAP certification or ability to acquire certification within 1 year
* Experience working with reconciliations helpful