



Example of Bank Operations Specialist Job Description

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Our company is looking to fill the role of bank operations specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for bank operations specialist

- Develop Training plans and materials
- Document business requirements via user stories
- Create User Acceptance Test Scripts
- Communicate business priorities to the technology team in order to drive effective business solutions
- Provide user support for Connect roll outs
- Create test status reporting and complete weekly test reporting updates
- Perform assigned analysis tasks
- Act as a central point of contact for reviewing user reported defects, assessing validity of defect, and reporting defect to technology
- In high volume processing times, the individual may be asked to assist with various other tasks including transaction processing, bill pay, and other analysis tasks
- Assists the operations supervisor with the delegation of workload duties of other associates to help ensure the work flow is processed timely and efficiently

Qualifications for bank operations specialist

- Ad Hoc project tasks including managing project plans for strategic projects
- Ability to maintain composure and professionalism in a fast-paced, busy environment
- Strong knowledge of Microsoft Office including PowerPoint, Visio and

- Be responsible for daily Automated Clearing House origination procedures, including processing files from clients and internal systems, returns, reversals, rejects, death notification entries, and reclamations
- Be responsible for the implementation and maintenance of all ACH clients' information