



Example of Deposit Operations Job Description

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Our innovative and growing company is looking for a deposit operations. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for deposit operations

- Oversight of budget and operational performance reporting, including forecasting of volumes, identification of drivers, seasonality and third party vendor performance
- Ensure the proper controls and reporting are in place to deliver on targeted SLA and Quality Control SLA requirements
- Develop, maintain and execute business continuity plans as needed, ensuring that plans are robust and can achieve/exceed our daily processing requirements
- Drive process improvement/automation of key processes where possible for efficient and effective delivery of customer experience, using Six Sigma tools and process design where appropriate
- Ensure all fulfillment requests and customer transactions are handled in a customer centric manner and in accordance with all regulatory requirements
- Lead and/or collaborate with other Deposit leaders to ensure optimal associate performance and operational execution
- Daily perform a variety of operational functions which may include reconciling, data entry functions, document review and other duties necessary for the processing relative to the mission of the department
- Perform inquiry and maintenance functions to maintain the integrity of the Deposit and Retirement Systems within banking laws and regulations
- Daily post entries to accounts, make adjustments, and ensure balancing as required

Qualifications for deposit operations

- Bachelor's degree or minimum of 7 years of recent experience in retail consumer banking or other consumer financial services
- Must be detail oriented and able to analyze a situation to determine a solution
- Ability to prioritize workload, multi-task and work effectively in a team environment
- Must be able to work flexible hours and evenings on a regular basis
- Occasional lifting of boxes weighing 25-30 pounds
- Six or more months of experience in the banking environment preferred