



Example of Transaction Banking Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking to fill the role of transaction banking. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for transaction banking

- Process ACH Client Worksheets and Risk Worksheets
- Research and resolve all Risk Limit Exceptions Process all incoming and outgoing electronic data transmissions for ACH and EDI systems in a timely manner
- Reviewing Country Addendums with product managers
- Providing daily compliance advice to TB
- Ensure the implementation of applicable group compliance policies and procedures
- Coordinating with TB colleagues during regulatory inspections and the post-inspection follow up
- Conducting training sessions according to the changing regulatory environment
- Perform complex secretarial and administrative duties involving frequent exercise of independent judgment, initiative, diplomacy, and tact in support of a team
- Manage and maintain department Sharepoint site
- Compose letters and agendas

Qualifications for transaction banking

- Good financial analysis skills & knowledge of credit process and loan documentation
- Proficient computer skills with excellent knowledge of Excel and Word

- Understand client base and develop appropriate business relationships with customers and business partners
- Conduct research and analysis as required (industry/clients/products)
- Ability to work effectively in both independent and team environments