

Job Posting

Deposit Operations Manager

LOCATION: Ambler Headquarters (In-Person Position)

RESPONSIBILITIES:

Responsible for the administration and efficient operation of the Bank's deposit operations department. The following duties are illustrative:

- Oversees and supervises the activities of the deposit operations department to ensure efficient and effective operations in accordance with internal policies and procedures and applicable banking laws and regulations.
- Ensures the department is providing excellent customer support for questions/issues with account activity, online banking, ATM/debit cards, telephone banking, mobile banking, account statements, wire transfer, ACH, positive pay, electronic transfer disputes, cash management and other deposit products and services.
- Monitors actions taken with stop pays, NSF items, ACH rejects, wire transfers, OFAC checks, in-clearing items, electronic transfer disputes, return deposit items, or other posting issues.
- Reviews various analytic reports generated for mobile deposit limits, debit card limits, checks holds, exceptions, maintenance, etc.
- Oversees the Bank's cash management services; ensures proper set-up of services and excellent customer support; performs various reviews of customers and activity.
- Oversees the dormant accounts/escheat process, the decedent reporting to the PA Dept. of Revenue, and the quarterly reporting of IOLTA accounts to PA IOLTA Board.
- Monitors wire transfer activity; ensures wires are processed timely; approves/releases outgoing wires; and reviews OFAC exceptions.
- Acts as the IRA Specialist for the Bank; reviews new accounts and RMD distributions.
- Researches and responds to any subpoenas, writs, levies, garnishments, and other legal documents received.

SKILLS:

Demonstrated management, supervisory and leadership skills; proficient reading, writing, grammar, and mathematics skills; demonstrated experience performing key responsibilities; strong customer service skills; knowledge of current banking regulations and regulatory reporting requirements; proficient interpersonal relations and communicative skills; the ability to make decisions; strong PC skills, including Microsoft Word and Excel; clearly communicates in English; visual and auditory skills; detail oriented, strong organizational skills and a high degree of accuracy.

EDUCATION / TRAINING:

A B.S. or B.A. degree in Business or related field preferred; specialized bank education and training including deposit operations training.

EXPERIENCE:

A minimum of five to eight (5-8) years' experience in the financial services industry at a supervisory level, including branch and deposit operations experience.

TO APPLY:

If interested, please forward your resume along with salary requirements to HR@amblersav.com. No phone calls please. Qualified candidates will be contacted within 5 business days. Visit us at www.AmblerSavingsBank.com. EOE / AA

Ambler Savings Bank is an Equal Employment Opportunity employer. We base employment upon personal capabilities and qualifications without discrimination. It is the policy of Ambler Savings Bank to provide equal employment and advancement opportunities to all colleagues and applicants for employment without regard to race, color, ethnicity, religion, gender, pregnancy/childbirth, age, national origin, sexual orientation, gender identity or expression, disability or perceived disability, genetic information, citizenship, veteran or military status, marital or domestic partner status, or any other category protected by federal, state and/or local laws.