



## Deposit Operations Analyst

First Resource Bank, headquartered in Exton PA, is looking for a Deposit Operations Analyst.

The Deposit Operations Analyst's primary responsibility will be processing the Incoming and Outgoing Wires. In addition, the Deposit Operations Analyst will process the back-office functions of the bank relating to deposit accounts, electronic banking and assist other departments with requests such as research and/or file maintenance.

### Primary duties include:

- Retrieve and process Wire and ACH transactions.
- Perform callbacks to wire customers for wires originated through online banking and secure email.
- Verify availability of funds for ACH batches originated online.
- Serve as the subject matter expert for cash management products and services, acting as the primary liaison for all internal questions and collaborations related to them.
- Create and manage the life cycle of Reg E and card disputes, acting as the primary liaison for all internal questions and collaborations related to them.
- Retrieve Chargeback files from the Federal Reserve Bank and processes entries in Silverlake.
- Reconcile Switch Settlement DD account and post corresponding offset entries for debits and credits presented for payment.
- Process Visa Cams alerts per documented procedure and communicate with Retail team, as needed.
- Review and process RDA applications.
- Verify the daily total notices printed from the Jack Henry Notice Verification emails against the Jack Henry system reports in Synergy.
- Provide support to other departments for deposit and electronic banking related matters and research requests.
- Provide back-up support for other Deposit Services personnel.
- Keep up to date on relevant banking regulations and complete assigned training courses in a timely manner.
- Other duties as assigned.

### Skills / Requirements:

- At least 2 years of related experience required.
- High school diploma or equivalent
- Excellent written and verbal communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Working knowledge of banking regulations, including Reg D, Reg E, BSA and AML
- Ability to prioritize tasks and to delegate them when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Proficient in Microsoft Office Suite or related software

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.

At First Resource Bank, you will enjoy an incredible family-style, community-focused atmosphere. Our excellent benefit package reflects the respect and appreciation we have for our team members. The education you will receive at First Resource Bank about the banking industry is second to none. Because we are rapidly growing, there are many opportunities for advancement.

We offer:

- Excellent annual compensation commensurate with experience
- Health, dental, vision, short- and long-term disability and life insurance
- Enrollment in 401K plan with company contribution (after 6 months of service)
- Optional enrollment in ESPP stock plan (after 6 months of service)
- Hourly position, not exempt from overtime.
- Paid time off.

Additional days off for Federal Holidays

First Resource Bank is an Equal Opportunity Employer

Send resume, cover letter and salary requirements to [HR@FirstResourceBank.com](mailto:HR@FirstResourceBank.com) to apply.