



INTERNAL POSITION POSTING

DATE: August 17, 2016

POSITION: Deposit Operations Supervisor

FTE STATUS: Full-Time SALARY (40 – 45 hours/week)

EDUCATION: Bachelors or Associates Degree

JOB DUTIES: This position has bottom-line responsibility for managing the efficient and effective operation of all internal Deposit Operations Department functions and staff, as well as performing operational duties as assigned for processing and balancing activities to facilitate daily department operations for in-branch and on-line services (Retail Banking, Debit & Credit Cards, BeB, Consumer On-line Banking, Mobile Banking, Remote Capture, etc.); initiating and processing wire requests; processing exception items; monitoring account reconciliations to ensure functions remain in balance. Responsible for Internal Control/Compliance activities including monitoring services for accuracy and completeness, acting as dual control for other departments, maintaining up-to-date compliance knowledge and mitigating risk by ensuring all policies and procedure are followed. Reviews and revises department policies and procedures as necessary. Handles project management and other bank activities as assigned.

APPLICATION DEADLINE & NEXT STEPS: Applicants can apply by emailing Deby Gray (dgray@fmberlin.com).

DEADLINE & NEXT STEPS: **Deadline for email applications is FRIDAY, 9/2/16 at 2:00 p.m.**