

**HW3628 - Deposit Operations Specialist for The Piedmont Bank –Old Peachtree Road Location
(EEO/F/M/Veteran/Disabled)**

The Deposit Operations Specialist assists others in the Deposit Operations department with the overall day to day operations of the deposit area of the Bank. Assists personal bankers in resolving customer problems in all operational areas, reconciles settlement and clearing accounts, and keeps open communications with all departments of the bank (tellers, personal bankers, loan department, lenders, account officers and BSA) to mitigate risks.

Essential Functions include: - Printing deposit notices, assists with incoming and outgoing wire transfers, handles chargebacks through Fedline Web, processes all foreign check adjustments and collections, assists RDC clients with password resets and temporary increases, process and send IOLTA account interest to GA Bar Association monthly, Balance and Reconcile CD Interest, Expense & Official Check accounts monthly, handle dormant accounts, assist with savings bond redemptions, quality control over new scanned documents, daily review of FraudGuard signatures for verification, handle annual mailing of RMD notices and IRA statements, handles Suspect Reg D review and mail letters, review Fiserv EFT Case tracker and report results to Account Officer, handle Teller Cash Balancing.

Additional responsibilities include cross-training for cash orders and shipments, ACH, RDC, and debit card changes, PIM reports, Reconcile and run block entries as a backup for Controller, and research and resolution for customer discrepancies as needed.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7

Contact becky.litsky@piedmontbankonline.com for application, voluntary Self-Identification and Self-Identification Disability forms.