

Deposit Operations Wire Specialist –Old Peachtree Road Location (EEO/F/M/Veteran/Disabled)

The Wire Specialist will assist others in the Deposit Operations department with the overall day to day operations of the deposit area of the Bank. Primary responsibility will be focused in the wire department. Assists personal bankers in resolving customer problems pertaining to wires. Must keep open communications with all departments of the bank (tellers, personal bankers, loan department, lenders, account officers and BSA) to mitigate risk.

Essential Functions: Handle outgoing wire transfers according to procedures established. Will review BSA alerts that are wire related and related to check fraud. Will assist in logging wires into an Excel spreadsheet for BSA review. Customer Service skillset to provide efficient customer service.

This position will be cross trained for other functions of the Operations department including Debit Card and Online banking support.

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@piedmont.bank for application, voluntary Self-Identification and Self-Identification Disability forms.