

## **JOB POSTING**

**Posting Date:** July 15, 2010  
**Posting Expiration:** July 22, 2010  
**Position:** Operations Specialist  
**Office:** Eighth St.  
**Reports to:** Laure Ropson  
**Status:** Full time, non-exempt

We have a new position open for an Operations Specialist at the Eighth St. office. This position is responsible for daily operations and employee/customer support of the assigned applications. Job description follows.

**Salary:** This is a hourly position. Salary is based on experience and our salary structure.

This is a new position.

For more information on the specific duties and responsibilities of this position or if you are interested in applying for this position please call Sharol Schroeder.

TITLE: Operations Specialist

SUPERVISOR: Laure Ropson

DEPARTMENT: Operations 8<sup>th</sup> Street

POSITION SUMMARY:

This position is responsible for daily operations and employee/customer support of the assigned applications.

KEY DUTIES & RESPONSIBILITIES:

- Security Control Module: handles security setup for new employees and changes to existing employees.
- Responsible for managing the application specifications for Deposit Operation applications.
- Responsible for researching application issues for employees and customers.
- Business Process Manager: manages processes/forms for the platform system.
- Backup for CD/IRA/HSA application.
- Backup for year end reporting and corrections to IRS.
- Backup for processing of Tax Levies and subpoenas.
- Backup for ATM Balancing.
- Resolves problems for the following applications SAV, CDs, DDA, ACH, Telebanc, and Internet Banking etc.
- Write Viewpoint Reports as needed for Deposit Applications.
- Performs other duties as assigned.