



Magyar Bank, a leader in the community banking sector, is searching for qualified candidates to join our Operations team in the Central New Jersey area as

Deposit Operations Representative

This position will be responsible for performing administrative duties including heavy customer phone contact, report creation & follow-up and filing. *Full Time hours up to 37.5 Hours per week, **including Saturdays.***

Essential Functions:

- Review and monitor ACH and check Positive Pay
- Wire Transfer verification and processing for domestic and international wires
- Run promotional products reports and verify rates
- Process all levies and garnishments
- Review and monitor all promotional products rates
- Daily monitor ACH activity by ACH originators and input on spreadsheet
- Mobile Capture New accounts
- Foreign wire/foreign check collection account proof
- Retail Cash Analysis reports, and review all strap counts. Manual correction if needed. Process monthly entries.
- Review all lease security and escrow accounts
- Review all transfer management and sweep account set ups
- Save all Fed Reporter reports for business customers
- Save and email DDM and CDARs statements to customers
- Email and save Qwick rate reports
- Update all Qwick rate paperwork, and follow up with branch to ensure Qwick rate was properly loaded to Cleartouch system
- Monitor statement cycles
- Respond to Accuity request for customer' statements for Medicaid, etc.
- Return mail

- Provides back up for all other Deposit Operations Functions, answering telephone inquiries and customer issues, including but not limited to:
 - Internet Banking – reset online banking customers
 - ATM – status card lost, and download ATM reports

- Other duties as assigned.

Requirements:

- High School diploma or equivalent required, some college desired.
- 2-4 years administrative assistant experience required.
- Banking experience highly desired.
- Must be available to work Saturdays 9AM to 1PM.
- Computer literate, including knowledge of Microsoft Office, Excel, Word and internet search.
- Must be detail oriented with excellent follow up skills and the ability to multi-task.
- Must maintain a high degree of confidentiality
- Excellent oral and written communication skills
- Ability to effectively interact with all levels of management.
- Ability to work independently.

Interested candidates should send resume to the link below.

Only qualified candidates that meet the position requirements will be contacted.

Magyar Bank is an Equal Employment Opportunity/Affirmative Action Employer

M/F/D/V