



**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 40 Hours per week, including some Saturdays.*

#### **Essential Functions:**

- Provide support for Online Banking, including password resets, access maintenance, and troubleshooting.
- Assist customers and internal staff with Remote Deposit Capture (RDC), mobile deposit, and debit/ATM card inquiries.
- Process research requests, including copies of checks and statements for customers, branches, and subpoenas.
- Process adjustments for encoding errors and resolve account discrepancies.
- Review and reconcile ACH reports, including ACH Mismatch Reports and ACH Balance Sheet proof.
- Download, track, and monitor ACH files from the business banking platform.
- Review IRA files and maintain required documentation.
- Monitor failed enrollment, new user, inactive user, and account maintenance reports.
- Review Checking and Savings new and changed account reports, including active, inactive, and promotional products.
- Review maintenance reports.
- Review RDC administrative and user activity reports.
- Review Business Banking transfers within Access Manager.
- Review Online Bill Pay exception reports, including high-dollar transactions.
- Set up customers on Retail Online Banking platform, and assist with Business Banking customers.
- Monitor Zelle activity reports.
- Reset internal user access to core and ancillary banking systems as required.
- Provides back up for all other Deposit Operations Functions by 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
  - Remote Deposit
  - Mobile Banking
- Perform duties according to established Bank policy and procedures.
- Performs other duties as assigned

**Requirements:**

- High School diploma or equivalent required, some college desired
- 2-4 years related Deposit operations experience required
- Must be available to work Saturdays 9AM to 1PM.
- Strong organizational and time management abilities
- Ability to reconcile reports and identify discrepancies
- Team-oriented with the ability to work independently
- Working knowledge of retail banking and Reg D desired
- Understanding of banking regulations related to deposits and electronic payments
- Knowledge of IRA documents and procedures desired
- Experience with Wire Transfer function desired
- Computer literate, including knowledge of Microsoft Office, Excel, Word and internet search.
- Must be detail oriented with excellent follow up skills
- 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.

**Magyar Bank offers competitive salary and comprehensive benefit package, which includes medical, dental, life insurance and 401k.**

**Salary Range: \$38,500 - \$50,600 per year**

**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***