

Waukesha State Bank

151 E. Saint Paul Ave – PO Box 648 Waukesha WI 53187-0648
 Phone: 262.549.8506 Fax: 262.574.4209 e-mail: hr@waukeshabank.com

Operations Department Operations Coordinator

Non-Exempt	Full Time / Hours: 8AM – 5PM Monday - Friday
Job Duties:	<ul style="list-style-type: none"> Order cash for ATMs, review and record balancing reports from ATM servicer, coordinate with Retail as needed to monitor cash usage and ATM downtime Record, monitor and analyze Retail office cash orders, usage/inventory reports, counterfeit currency and other related cash usage information Balance General Ledger Loss account and communicate issues as needed Maintain procedural manuals for Retail offices to ensure teller, safe deposit and new accounts procedures stay in compliance with bank policy and regulatory requirements Process requests for new notaries and renewals Maintain signature guarantee logs Coordinate with Retail offices on drilling/logging of safe deposit box contents and related tasks Coordinate and execute various quarterly and annual deposit operations processes, such as: TIN Compliance review and mailing, escheat analysis and mailing, IRA Distribution Withholding and Required Minimum Distribution mailings, etc. Set up new Adobe forms and modify existing forms upon request for various operational and retail departments Back-up Deposit Systems Coordinator on maintenance of Fiserv system, including setting up user security, running ViewPoint reports, changing interest rates, etc. Back-up Electronic Banking on processing of lockbox and property tax payments Back-up phone system administrator on new phone and voicemail account setup, adjusting overflow settings, etc. Additional responsibilities as assigned
Job Qualifications:	<ul style="list-style-type: none"> Bachelor's degree or equivalent in business, finance, accounting or other banking-related field 5-10 years of operational banking experience Knowledge of Federal and State banking regulations Advanced skills in MS Word, Excel and Access, Adobe form creation, and bank-specific database system; experience with Fiserv ITI-Premier is a plus! Strong project management, analytical and written and verbal communication skills Able to work independently, communicate proactively and take initiative to solve day-to-day operational matters Desire to excel in a community bank environment and contribute to the long-term success of the organization Commitment to representing the bank in a professional and ethical manner at all times

If you have an interest in or would like more information about this position,
please contact Human Resources at (262)549-8506 or HR@waukeshabank.com.

Excellent Benefits • Equal Opportunity Employer