



Bank Operations II and Training Coordinator

Buckeye State Bank is an employee-owned, member-centric community bank, creating Raving Fans through the exceptional service we provide for them. With our exciting growth and expansion, we are looking for qualified, energetic team members to implement and achieve our Vision of The Bank of Tomorrow.

BSB is seeking an Operations Specialist II and Training Coordinator. This position will play a crucial role in daily deposit and loan operations activities with a focus on accuracy in delivering timely service and providing quality support to other team members. This position will also guide the operational and compliance training and process documentation within the bank. The individual is responsible for establishing training schedules and rotations based on performance and manager feedback, coordinating training bank-wide in conjunction with the training committee, conducting various training sessions, and promoting and creating written procedures to be used as job aids and training resources.

Key Responsibilities:

Training Coordinator

- ❖ **Guide Operational and Compliance Training Process:** Oversee the development and implementation of training programs that ensure employees are equipped with the necessary knowledge and skills for their roles.
- ❖ **Establish Training Schedules and Rotations:** Create and manage training schedules based on performance metrics and manager feedback to ensure continuous employee development.
- ❖ **Coordinate Bank-Wide Training:** Work closely with the training committee, which includes the Chief Risk Officer, Chief Information Officer, Head of Retail, and Senior Operations Officer, to ensure cohesive and comprehensive training efforts across the bank.
- ❖ **Conduct Training Sessions:** Lead various training sessions and coordinate other subject matter experts to deliver specialized training.
- ❖ **Promote and Create Written Procedures:** Develop written procedures and job aids to support training initiatives and serve as resources for employees.

Bank Operations Specialist II

- ❖ Daily processing of Checking, Savings, CD, CIF and Safe Deposit Box, signature card processing; retirement account processing; legal document scanning; data entry; telephone support; escheat; IRS reporting; incoming and outgoing processing.
- ❖ Daily ACH and Wire Transfer processing and records documentation.
- ❖ Delivers excellent member service through aiding incoming phone calls in a call center environment.
- ❖ Perform testing of internal controls and processes to ensure compliance with procedures and banking regulations.
- ❖ Maintains a thorough knowledge of systems relating to Retail Operations and Loan Administration, while ensuring compliance with all federal and state banking regulations.
- ❖ Assists in preparing management reports and statistics.

- ❖ Any other duties as assigned.

BSB offers competitive compensation, as well as incentives and a benefit package, including:

- ❖ Standard Paid time off!
- ❖ Your Birthday off as well as two floating holidays!
- ❖ Retirement - 401k!
- ❖ You will be a member of the Employee Stock Ownership Plan!!
- ❖ Health Insurance with Vision and Dental!!
- ❖ Life Insurance!
- ❖ Disability Insurance!

Job Type: Full -time, Exempt

Benefits:

- ❖ 401(k) matching
- ❖ Dental insurance
- ❖ Flexible spending account
- ❖ Health insurance
- ❖ Health savings account
- ❖ Life insurance
- ❖ Paid time off
- ❖ Vision insurance

Schedule:

- ❖ Flexible hours
- ❖ Monday to Friday, Saturday rotation

Work Location: In person

If you are looking for an exciting and rewarding challenge – Join the *BUCKEYE STATE BANK Team!* Interested?

Please email hrdepartment@JoinBSB.com with a copy of your resume.

Buckeye State Bank is an equal opportunity employer.

Main Office
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