



Job Title: Vice President of Operations

Location: Powell

Reports To: CFO

Date Updated: 8/9/2021

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Buckeye State Bank is an **employee-owned, member-centric** community bank, creating Raving Fans through exceptional service. 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.

Due to our successful growth, BSB is seeking a qualified **Vice President of Operations**. The VP of Operations is responsible for managing the daily deposit and loan operations activities with a focus on accuracy in delivering quality service and effective operations support. The successful candidate will have experience in Operational Automation and will focus on identification and implementation of automation in operational processes to enhance the organization's efficiency, to allow for management-by-exception.

**Essential Responsibilities:**

- Provides expert payments monitoring and processing leadership;
- Manages the 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;
- Manages daily ACH and Wire Transfer processing and records documentation;
- Maintains detailed knowledge of bank policies and procedures as they relate to Retail Operations;
- Maintains a thorough knowledge of systems relating to Retail Operations and Loan Administration, with a focus on automating processes;
- Assists in preparing management reports and statistics;
- Supports the growth and retention of our members, while insuring compliance with all federal and state banking regulations;
- Performs in accordance with BSB's Core Beliefs of being Member-Centric, Accountable, Pro-active, and with Servant-leadership; and
- Other duties as assigned.

Main Office  
9494 Wedgewood Boulevard  
Powell, Ohio 43065

(614) 796-4747  
Toll Free: (844) 225.9265  
[www.JoinBSB.com](http://www.JoinBSB.com)



### **Education and Experience Requirements:**

- Must have strong problem identification skills as well as excellent problem-solving skills through holistic, systemic solutions.
- 5-8 years of relevant bank operations experience;
- Fiserv system experience preferred, Fiserv Precision experience a plus;
- Proficiency with Excel and other Microsoft Office products;
- Knowledge of the banking industry, banking products, and understanding of regulatory compliance requirements;
- Ability to effectively communicate both written and orally;
- Payments experience and expertise required and,
- NACHA Payments certification preferred.

### **Benefits**

- Medical, Dental and Vision Coverage
- Paid Time Off
- Paid Holidays
- Your Birthday off as well as two floating holidays!
- 401k plan
- Health Flexible Spending Account
- Company Paid Life Insurance
- Company Paid Short-Term and Long-Term Disability

**If you are you looking for an exciting and rewarding challenge –*Join the BSB Team!***

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