



## Banking Operations Specialist II

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.

Buckeye State Bank is seeking a qualified **Banking Operations Specialist II** for our headquarters located in Powell, OH. The Bank Operations Specialist II is responsible for daily deposit and loan operations activities with a focus on accuracy in delivering timely service and providing quality support to other team members. Also, the Bank Operations Specialist II is an advocate for maintaining compliance risk in daily activities, solving issues, answering questions, and providing service assistance to our members.

### Key Responsibilities:

- ❖ 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 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.
- ❖ Assists in preparing management reports and statistics.
- ❖ Supports the growth and retention of our members, while ensuring compliance with all federal and state banking regulations.
- ❖ Projects as assigned. Working with Senior Management and Buckeye State Bank staff members.
- ❖ Other duties as assigned to meet BSB's Vision.

### Education and Experience for Success:

- ❖ High School Diploma or Equivalent
- ❖ 3 - 5 years of work experience in Bank Operations is preferred.
- ❖ Proficiency with Excel and Microsoft Office products.
- ❖ Experience with Fiserv systems preferred.
- ❖ General knowledge of the of regulatory compliance requirements.
- ❖ Ability to effectively communicate both written and orally.

### 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

**Benefits:**

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

**Schedule:**

- ❖ 8-hour shift
- ❖ Day shift
- ❖ Monday to Friday

**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](mailto:hrdepartment@JoinBSB.com) with a copy of your resume.

**Buckeye State Bank** is an equal opportunity employer.

Main Office  
9494 Wedgewood Boulevard  
Powell, Ohio 43065



614.796.4747  
Toll Free: 844.225.9265  
[www.JoinBSB.com](http://www.JoinBSB.com)