



CITY STATE BANK

**WE'RE  
HIRING**



## **OPERATIONS SPECIALIST - NORWALK**

Full Time Position - Norwalk Main

### DESCRIPTION OF POSITION FUNCTION:

1. Assist with daily processing and non-daily functions for overall bank operations. Support both customers and bank employees in researching and resolving inquiries regarding bank transactions.
2. Responsibilities include, but are not limited to, processing daily incoming ACH and check files, processing outgoing returns, processing garnishments, ACH Origination, assisting customers with online banking, reviewing mobile deposits, researching and assisting with debit card related issues and disputes, and verifying outgoing wire transfers.
3. This position involves monitoring for fraudulent activity and educating and assisting various departments with bank operational functions.

### JOB SKILLS AND QUALIFICATIONS REQUIRED:

- High School Diploma or equivalent.
- Strong skills in communication and attention to detail.
- Ability to multi-task, stay organized, and maintain accuracy.
- Proficient in customer service and teamwork.
- Previous banking operations experience preferred.

TO APPLY:



Stop in to pick up an application at any of our bank locations.



Email completed application to Patty Olson at [polson@citystatebank.com](mailto:polson@citystatebank.com)



Call Mary Johnson or Patty Olson 515-981-4234.