



CITY STATE BANK

**WE'RE
HIRING**



Operations Specialist

FULL TIME POSITION - NORWALK, IOWA

DESCRIPTION OF POSITION FUNCTION:

1. Assist with daily processing and non-daily functions of overall bank operations. Support both customers and bank staff in researching and resolving inquiries.
2. Perform a variety of daily tasks, including, but not limited to: processing incoming and outgoing ACH and check files, overdraft and return items, mobile deposits, incoming and outgoing wires, debit card files, and bill pay files.
3. Assist customers and staff with online banking inquiries, password resets, and debit card inquiries.
4. Review and reconcile internal accounts daily.
5. Monitor transactions and accounts for fraudulent activity.
6. Assist with end-of-day processing.
7. Act as a backup for fellow Operations staff.

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



For questions, call Patty Olson at 515-981-1244