**Job Description**

**Job Title**: **Wire/ACH Specialist**

**Summary**:  
Perform multiple functions related to Electronic Funds Transfers (EFTs); support the life cycle of wire and Automated Clearing House (ACH) transfer transactions; assist with online banking features, and general ledger; support the Business Continuity Plan work schedule as determined by workflow and processing requirements.

**Wage Type**:

Non-exempt

**Essential Duties & Responsibilities:**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Support and complete operational tasks related to banking, ACH, check, and wires; including daily processing of incoming and outgoing wire transfers, ACH files, check exception processing; collections; internal and quality controls monitoring.
* Process government reclamations, ACH stop payment requests, and Written Statement of Unauthorized ACH Debits according to regulations and established policies and procedures.
* Process proof of authorization requests from beginning to end.
* Assist with various EFT related projects assigned to the department.
* Provide reports and analysis of financial accounts and EFT records on a regular basis.
* Prepare and send business correspondence.
* Manage various projects as assigned.
* Develop and implement procedures to streamline financial institution accounting processes.
* Handle financial, accounting, and cash management services with the utmost confidentiality.
* Flexible working schedule contingent around processing deadlines, we have a VIP customer that may require service after hours.
* Carry out responsibilities with professionalism, respect for others, in accordance with the organization's policies, procedures and applicable laws.
* Other duties as assigned including backup for other accounting functions.
* Manage multiple projects as assigned by Senior Management as needed.
* Carry out responsibilities with professionalism, respect for others, in accordance with the organization’s policies and applicable laws
* Any other duties as assigned.

**Key Deliverables:**  
Accurate & timely EFT processing, accounting processing and reconciliations according to policies, procedures and applicable laws and regulations.

**Organizational Structure:**

Reports to: Lead, ACH Accounting

**Qualifications:**

**Required:**

* Banking Experience Required: Wires, ACH, Exception Processing
* 2 years Accounting Processes: Bookkeeping, accounts payable, accruals, monthly close, and reconciliations

**Knowledge/Skills:**

* Understanding of NACHA rules
* Good understanding of Accounting knowledge
* High Proficiency in MS Office & Excel

**Talents:**

* Able to adapt quickly, handle multiple tasks, and prioritize
* Highly organized
* Result Oriented
* Process Improvement & Problem Solving
* Self-Directed with Sound Judgment
* Conceptualization & Business Acumen
* Exceptional interpersonal skills with internal and external staff
* Demanding work environment.