

JOB ANNOUNCEMENT

Operations Manager / BSA Compliance Officer

Rimrock Credit Union is seeking a full time Operations Manager. The person hired for this position will help our members meet financial needs and is responsible for providing front end and back end operations for activities within established Rimrock Credit Union (RCU) policies and procedures. The Operations Manager provides office support to the Chief Executive Officer (CEO) and Chief Loan Officer (CLO) through implementing administrative systems, procedures, and policies and monitoring administrative projects. In addition, this employee will serve as the RCU Compliance Officer and BSA Officer.

The Operations Manager reports directly to the CEO.

Essential Job Duties and Responsibilities

Fulfills all duties as described in the Teller position.

Reviews Teller transactions and serves as the authority for any member transaction that is outside the normal teller activity.

Develops marketing strategies for RCU.

Maintains vault control and orders cash replenishments weekly. Verifies weekly cash order for accuracy then balances the vault before depositing cash order.

Keeps vault areas clean and locked at all times.

Trains Tellers and conducts performance evaluations with the CEO.

Ensures Tellers have been effectively cross-trained in all areas of Teller activities.

Addresses conflict between Tellers and/or members to reach an agreeable resolution and notifies the CEO and/or CLO if the conflict warrants further addressing.

Monitors for security, scheduling, and auditing of Teller activities.

Keeps daily control of ATM and travel/gift cards.

Files debit card disputes and monitors dispute progress.

Balances the general ledger clearing accounts including cash management accounts, ATM processing, gift/travel card processing, and ACH processing.

Works with the CEO and the Supervisory Committee (SC) to ensure Teller procedures are followed correctly.

Works with the SC to provide documents and support for monthly SC task list.

Monitors the filing of Currency Transaction Reports (CTRs), and reviews with the CEO any Suspicious Activity Reports (SAR) prior to filing.

Opens daily mail and distributes to appropriate department.

Oversees inventory of office supplies, reorders and verifies supplies from a variety of vendors.

Administers website maintenance and website updates as well as the electronic outdoor sign.

Researches projects as requested by management or the credit union's Board of Directors

Verifies new membership cards are filled out accurately and that proper supporting documents are attached to the applications.

Verifies closed accounts have been processed correctly.

Submits dormant account list annually to the State of Montana.

Ensures operation of equipment by completing preventive maintenance requirements, calls for repairs, maintains equipment inventories, evaluates new equipment and techniques.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

Assists in any area as directed by the management in a relief capacity.

Required Knowledge, Skills, and Abilities

Completion of a Bachelor's Degree in Business Administration, Management or Finance or equivalent work experience.

Has 1 - 3 years of experience in the credit union or banking industry.

Must have effective personal relationship skills.

Must be familiar with RCU software and marketing strategies with on the job training.

Must have strong reporting skills, writing skills, Microsoft Office skills, research and analysis skills, problem solving, and supply and inventory control skills.

The successful candidate must be able to work as a team member.

Rimrock Credit Union offers a competitive pay and benefits package including employer paid health insurance, paid time off and 401(k). Salary range will be from \$45,000 to 55,000 per year. Wage is based on experience. Prior experience is preferred. Send resume and cover letter to: Wade McFadden 952 Central Ave, Billings MT 59102.