

Banking Operations Manager – Full Time

Description

Randall State Bank is seeking a qualified individual as a Banking Operations Manager for our organization. Randall State Bank is a growing \$41 Million community bank located in Central Minnesota with two full service locations. This is a full-time position and work location will be either our Randall, MN or Brainerd, MN location. Salary and benefits will be commensurate with level of experience and qualifications.

Major Areas of Responsibility:

- Performs daily and/or monthly reconciliations on internal bank transaction accounts and G/L Accounts to include Daily Cash Letter, ACH, Wire, and End-of Day transactions.
- Reviews daily required reports to identify regulatory, out of balance, or non-post items associated with customer accounts and takes necessary action to resolve.
- Identifies unknown items, researches outstanding transactions, makes necessary corrections/adjustments and follows up on any unusual or unresolved outstanding reconciliation items.
- Performs accounts payable function by following company policy and good management principles to ensure that all invoices are reviewed to identify and resolve or eliminate problems prior to posting and ensure obligations are paid. Records, prepares, verifies balances, and runs reports and checks.
- Performs appointed duties of Resolution Officer and Cashier for the bank.
- Identifies areas of process improvement to increase efficiency.
- Assists with special projects and responding to audit requests.
- Assists with implementing accounting policies, procedures and systems as required.
- Ensures internal control procedures are adequate, properly documented and regularly reviewed.
- Establishes and enhances good accounting processes and controls.

Qualifications:

Required

- Self-starting personality with the ability to work independently and make decisions. Ability to prioritize and manage multiple responsibilities simultaneously.
- Experience researching bank entries including ACH and wire transfer payments to ensure they are recorded correctly and/or Accounts Payable Management.
- Skill in monitoring internal controls and identifying potential issues.
- Experience providing excellent customer service and establishing and maintaining effective working relationships with multiple stakeholders.
- Ability and inclination to roll up sleeves and dig in. Dependence on and confidence in own abilities to get things done. Able to meet tight deadlines on multiple priorities.
- Ability to work effectively in a team environment that is rapidly changing.
- Very strong drive, dedication and work ethic with the highest level of integrity.
- Extremely team-oriented with the ability to contribute in a fast-paced and rapidly-changing environment.
- Strong organization and problem-solving skills.

Preferred

- Accounting Degree (Associates or higher).
- CTP - Certified Treasury Professional or CPA – Certified Public Accountant.
- Multiple years of experience with bank reconciliations and other balance sheet accounts.

Position available immediately and will remain posted until filled.

To apply please submit a Cover Letter and Resume to hr@randallstatebank.com .

Administrative questions can also be directed to this email address.