



Transaction Support Specialist

Department:	Transaction Processing Support
Reports To:	TPS Manager
Classification:	Non-Exempt, G8
Pay:	\$23.39 (Min), \$29.24 (Mid), \$35.09 (Max)
Type:	Full-Time
Location:	Glendora, CA

Purpose:

To provide reliable and accurate support of Member transaction processing, working with the TPS Team to ensure deadlines are met and risk is mitigated.

Major Duties and Responsibilities:

- Resolve all rejected items on the Share Draft que, transferring or advancing funds to pay the draft or return items as appropriate following ACCU policies.
- Process all Load Errors for Member Share Drafts
- Research and resolve member questions about their accounts.
- Post appropriate data and fees to member accounts.
- Contact members regarding the payment of large dollar returns via external transfers.
- Process and resolve all loan payment exceptions.
- Handle ACCU exceptions that kick out to suspense accounting.
- Balance T-Magic
- Balance Federal Reserve and Alloya Wires
- Handle dormant accounts and escheat accounts as assigned.
- Process State Escheatment according to rules and regulations.
- Process Dormant letters for members that become inactive.
- Process all check collection returns and adjustments.
- Process and monitor dormant accounts, keeping legal knowledge current.
- AP invoice input, payment, research and reconciliation and EOY 1099 reporting.
- Prepare and reconcile appropriate general ledger accounts.
- Assist with call backs, wire approvals and transactions.
- Issue Check or ACH stops.
- Process and Submit Wires to Third Party Vendors.
- Process WSUD for ACH.
- Process Unauthorized Check Affidavits, and breach of Warranties.
- Q2 Suspect external transfer verifications.
- Q2 Wire Suspect Verifications
- Process Loan Payment Returns
- Process Automatic Payments for existing ACCU Loans.
- Process Shared Branch Adjustments
- Process DNE and Death Reclaims
- Review and Post Alloya Transactions daily.

- Review and Post Check Collections from Ensenta
- Research and Process SSA and ACCUITY Claims
- Settle ATMs via Star and Download Star Reports
- Process all Alloya Debit and Credit Adjustments
- Balance, transfer and keep Alloya and Federal Reserve Bank in balance.
- Monitor the EM_SUPR report for Status Change Updates
- Review and approve outgoing ACH Files
- Balance ACCU Internal TPS Accounts.
- **Approve Outgoing ACH Files**
- **Provide back up to ACH Coordinator**
- **Handle EF_UNLE exceptions.**
- Provide back-up assistance to other members of the department as needed.
- Provide assistance and research to other Depts at the Credit Union.
- Other duties may be assigned.

Expectations:

- Adhere to the principles and requirements of all applicable laws and regulations relating to your position and your ACCU employment, including but not limited to the Bank Secrecy Act (BSA), the anti-terrorism procedures of the Office of Foreign Asset Control (OFAC), and the Anti-Money Laundering (AML) provisions of the USA Patriot Act.

Essential Functions:

- Ability to perform duties as outlined under “Major Duties and Responsibilities.”
- Ability to communicate clearly and to be understood.
- Ability to deal with sensitive and confidential information.

Qualifications and Educational Requirements:

- High School education or equivalent, a minimum of 1 year combination of work-related skill and knowledge of accounting principles and practices, working knowledge of personal computer systems, MS Excel, MS Outlook and excellent written and verbal communication skills.
- Candidate must be honest and ethical, reliable, responsible and dependable.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

ADA Compliance Statement:

In compliance with the Americans with Disabilities Act (ADA), ACCU stands ready to accommodate any qualified employee with a disability who can perform the essential duties of their position, as long as necessary accommodations for that employee’s disability don’t cause an undue burden to the credit union.

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