



Transaction Support Specialist I

Department:	Transaction Processing Support
Reports To:	TPS Manager
Classification:	Non-Exempt, G8
Pay:	\$22.80 (Min), \$28.51 (Mid), \$34.21 (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.
- 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.
- Balance T Magic Reports.
- Balance Daily ACH Reconciliation
- Balance Fed Account
- Balance Alloya account for wires.
- Handle Payoff and Paydown exceptions.
- Review and update status and dates on dormant accounts.
- Process all check collection returns, IRD's
- Review, research all Alloya Debit and Credit Adjustments
- Process and monitor dormant accounts and send letters, keeping legal knowledge current.
- Process Escheatment using HRS Pro and close, fee and send out Escheatable funds to all the states.
- AP invoice input, payments, research and reconciliation
- Process Vendor EOY 1099's
- Settle ATM's via Star and Download Star Reports.
- Monitor the EM-SUPR report for Status Change Updates
- Prepare and reconcile appropriate general ledger accounts.
- Monitor, transact and reconcile TPS ACCU internal accounts.
- Assist will call backs and wire approvals and transactions.
- Assist with approving outgoing ACH files.
- Issue Check or ACH stops
- Review , balance, transfer and keep Alloya and Federal Reserve Bank in balance.
- Review Q2 Suspect wire submissions.
- Provide back-up assistance to other members of the department as needed.
- Provide assistance and research for other departments at the credit union.

- Other duties as 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, 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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