

Deposit Operations Representative

Stoughton, MA

Envision Bank believes in people helping people – it was our belief when we first opened our doors in 1851 as Randolph Savings Bank, and it holds true today. For over 150 years, we have been providing individuals, families, homeowners, and businesses in our community a wide variety of products that are convenient and hassle-free.

We're employee owned and customer experience driven. We care and we need people who care as much as we do. We are part of the communities in which we live. Relationships matter. We strive to make things simple and get things done. If this sounds like you, please read on . . .

Position Summary: The primary purpose of this position is to perform various, and specific operational background duties in support of the Deposit Operations function of the bank, ensuring total compliance with Bank policies and regulatory requirements. Successful candidates must be motivated and performance-oriented individuals with a positive "can-do" attitude. Serves as a resource to less experienced members of the department.

Primary Responsibilities:

- Accurately processes transactions and balances assigned accounts (e.g., cash orders, money gram, wire transfers/download, auto-withdrawals disputes, ATMs, NEACH, RIM).
- Serves as a key user administrator for deposit related applications (e.g., Cleartouch, EFT, Verafin, CWS, Online Banking)
- Serves as a resource to branch personnel, call center and customers, assists with solving problems and responding to research requests. Handles all items promptly and courteously.
- Remains current with changes to Bank operations, regulatory requirements and the Fiserv system. Serves as a resource for less experienced departmental personnel.
- Performs related operations duties as assigned (e.g., monthly rate checks, processing change of address) and serves as backup support throughout the department.
- Demonstrates continual learning by attending industry seminars, webinars and other training programs.

Position Requirements:

- Requires a high school diploma and at least two (2) years deposit operations experience.
- Must maintain high work standards (accuracy, efficiency) in an environment with daily time deadlines.
- Possess strong customer service and math skills.
- Must have comprehensive knowledge of Fiserv system and applications.
- Requires strong communication and time management skills.

Physical Demands/Conditions:

General office environment, with perhaps some local travel. Some lifting and bending required. Ability to hear and communicate with others.

Equipment Used:

General office equipment, including but not limited to, computer, fax machine, calculator, multi-line phone, copier, and data projector.

Supervisory Scope:

None

Envision offers a comprehensive benefit package including 401(k) Safe Harbor and Matching contributions and Employee Stock Ownership Plan (ESOP) participation.

At Envision Bank **PRIDE** is the foundation of who we are and what we strive to be. If you possess a **P**assion to win, are **R**elationship-driven, thrive in an environment of **I**nnovation and continuous learning, believe in **D**oing the right thing, and are interested in Engaging with a collaborative team, then we want to get to know YOU better!

Apply today at <https://envisionbank.applicantstack.com/x/apply/a2clvbsn019y>

Envision Bank takes pride in being an Equal Employment Opportunity employer and seeks to create and maintain a vibrant diverse workforce. Equal Opportunity Employer – minorities/females/veterans /individuals with disabilities/sexual orientation/gender identity are strongly encouraged to apply.