

Wray State Bank
Position: Operations Assistant
Location: Wray, Colorado
Compensation: \$18.00 - \$35.00

Wray State Bank is seeking an Operations Assistant to join its growing financial team. To apply, please email a resume to: abuchanan@wraystatebank.com

Mission Statement:

Wray State Bank and its branches are community banks dedicated to providing exceptional financial products and services to its local communities and customers while meeting the goals of its stockholders and creating a rewarding work place for its employees.

Job Description Summary

The Operations Assistant is responsible for supporting the planning, organizing, and control of the many day-to-day operational activities of the Bank under the direction and supervision of the Cashier and Assistant Cashier. The position ensures that all operational aspects of the Bank's activities operate in a safe and sound manner in the best interest of shareholders, the Board of Directors, customer, employees, and the public.

Responsibilities

- Oversight of the teller line and personnel
- Review of daily general ledger entries
- Audit of teller cash drawers
- Vault supervision
- Various Board reports
- Year-end processing
- Procedure development and process management
- Wire transfer review and approval
- Review of cashier checks, money orders, and operational expense items
- Review of the operations annual budget
- Backup BSA Officer
- New Account and teller backup
- Accounts payable review and backup
- Training of new and existing operational personnel
- Product Implementation

Qualifications

- Education and/or experience sufficient to perform the responsibilities as outlined above.
- Excellent customer service skills.
- Ability to collaborate with team members.

Competitive compensation package and benefits including:

- 401k/ESOP match
- Health Insurance
- Life Insurance
- Paid Holidays
- Paid Time Off (PTO)

Work Hours

- Anticipated work schedule is Monday - Friday 8:00am – 5:00/5:30pm (Fridays) and participation in Saturday rotation of 8:00am - 12:00pm.

******MUST HAVE SATISFACTORY BACKGROUND CHECK INCLUDING CREDIT HISTORY******