

## DEPOSIT QUALITY SPECIALIST

**Job Requisition #:** 2019\_0601

**Position Type:** Full-Time

**Job Category:** Non-Exempt

**Location:** San Juan, Texas

**Supervisor:** First Vice President – Deposit Quality Control

**Department:** Deposit Quality Control

**Work Schedule:** Monday – Friday, 8:30am to 5:30pm; Occasional Saturdays.

## JOB DUTIES

### SUMMARY / OBJECTIVE

Ensure the quality and accuracy of bank documentation and customer records by reviewing forms and file maintenance daily.

### ESSENTIAL FUNCTIONS

#### Deposit Quality Control

1. Compare documents to reports to ensure all required documents have been completed.
2. Verify the documentation received for accuracy and identify errors.
3. Review documents and ensure that required information and signatures have been obtained. Ensure that each document is imaged properly.
4. Identify and make necessary corrections to errors, omissions or incomplete data/records.
5. Identify and log documentation exceptions accordingly.
6. Produce and maintain accurate and up to date exception reports. Provide reports to appropriate banking centers and/or management.
7. Answer department phone calls and respond to personal banker, manager or other staff inquiries.
8. Effectively communicate with personal bankers and supervisors. Provide guidance as necessary to resolve exceptions in a timely manner.
9. Perform other duties as assigned.

## Compliance

1. Abide by all rules, regulations and Bank policies and procedures including CIP, BSA and other quality control programs.
2. Maintain accurate records and documentation. Prepare required reports within deadlines.
3. Properly secure negotiables, customer and bank information. Ensure work area is neat and safe to avoid unnecessary hazards.
4. Attend required meetings and complete required training for position within deadlines.

## QUALIFICATIONS

1. High School Diploma or GED required.
2. One to two years of similar or related experience required. Two years banking experience preferred.
3. Must possess a strong attention to detail and be able to prioritize and meet deadlines.
4. Must be organized and self-directed. Must work well on a team and individually.
5. Must possess strong written, verbal and interpersonal skills.
6. Proficient use of computers and Microsoft Office Suite (Word, Excel) required.
7. Working knowledge of Customer Identification Program (CIP) requirements and bank regulations preferred.

## HOW TO APPLY:

Applications must be submitted by the closing date. An employment application may be downloaded from the Career Opportunities page on Rio Bank's website at [www.riobk.com](http://www.riobk.com) and emailed to [jobs@riobk.com](mailto:jobs@riobk.com).

***Deposit Quality Specialist Job Posting***

***Date Posted: 06/07/2019***

***Posting Closes: **Until position is filled.*****