

PARK BANK IS LOOKING FOR A FULL-TIME OPERATIONS OFFICER

ABOUT US:

- \$65 million bank with locations in La Crosse, Holmen, and Sparta.
- Accessible, local management with in-market ownership.
- Focused on helping customers, not sales or referral goals.
- Specializing in residential mortgages and small business financing.
- Unique deposit accounts include rewards-based checking.

ABOUT YOU:

- Strong work ethic and positive attitude required.
- Flexibility and willingness to be versatile is crucial.
- Attention to detail is important.
- Comfort and ability to effectively use technology is essential.

COMPENSATION & BENEFITS:

- Compensation based on work experience ranging from \$45,000 to \$65,000.
- 8:30 am to 5:00 pm, Monday through Friday. Approximately 40 hours/week.
- 15 vacation days annually and rotation of “soft” federal holidays.
- Outstanding retirement plan. Eligible after one year. Vested after five years. Annual employer contributions equal to 25% of W-2 income.
- Health insurance available through Quartz HMO and POS Plans offering access to Gundersen and Mayo. Premiums determined by Quartz. Park Bank pays 75%. Staff pay remaining 25%.
- No supervisory responsibilities operating in a professional office environment.

ABOUT THIS POSITION:

Park Bank employs a two-person Operations Department with “in-house” processing of operations and transactions. Our Operations Officers perform the following essential functions:

DAILY:

- Export outgoing/import incoming ACH files and electronic cash letters daily.
- Review chargebacks and returns included in return cash letter.
- Import ATM transaction file by 9:00 am daily.
- Send and receive Wire Transfers.
- Process loan autopays, recurring transfers, and accounts payable transactions.
- Build new deposit and loan accounts in the core software.
- Review unposted items and required reports.
- Review correspondent accounts.
- Process and review transactions received through “bill pay” portal including exceptions, returns, and cancellations. Post afternoon “bill pay” transactions after 2:00 pm.
- Review daily overdrafts and mobile deposits. Contact customers as necessary.
- Review and import all teller transactions. Run end-of-day update and accruals.
- Verify various backups.
- Balance and reconcile various internal bank accounts.
- Various monthly and quarterly reporting.
- Point of contact for primary correspondent bank.
- Assists with administering deposit regulations. Limited responsibility for Bank Secrecy Act due diligence through daily monitoring of various customer transaction reports.
- Participates in training seminars in all operations areas.
- Boarding loans onto core data system.
- Fix complex online banking problems for customers.

WEEKLY:

- Scanning Loan Committee minutes.
- Track loan policy exceptions.
- Updating rates in core system and website.

MONTHLY:

- Reporting to Federal National Mortgage Association (Fannie Mae), Federal Home Loan Mortgage Corporation (Freddie Mac), and Small Business Administration (SBA) about the Bank’s servicing portfolio of 1,000+ loans with aggregate principal balances of approximately \$150 million.
- Recognition of tax expense.
- Balance investment portfolio.
- Managing accrual- and non-accrual loans.
- Payroll entries according to information received from third-party payroll administrator.
- Preparing of Management Board reports.
- Compilation of monthly Board packet.
- Submit monthly file to Kasasa for rewards-based checking accounts.

ANNUAL:

- Tax remittance.
- Form W-9, 1098, 1099-Int, etc. preparation.
- Prepaid expense verification.

This is not a comprehensive listing of activities, duties, or responsibilities and the position may evolve over time.

THIS POSITION’S CORE COMPETENCIES INCLUDING THE FOLLOWING:

1. Problem Solving/Analysis
2. Project Management
3. Stress Management/Composure
4. Technical Capacity
5. Financial Background
6. Communication Proficiency

PLEASE SUBMIT RESUMES AS FOLLOWS:

- Send resumes to Morgan C. Farmer at morgan.farmer@parkbank.bank with “Operations Officer” in the subject line.
- Address regular mail as follows:
Park Bank, Attn: Morgan Farmer, 1200 Main Street, Holmen, WI 54636

