



### **POSITION DESCRIPTION**

<b>Position Title:</b>	Wire Payments Support I	<b>Hours:</b>	40 Hours (Mon-Fri)
<b>Reports To:</b>	Wire Payments Manager	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Payments Department – Downtown Tacoma		

### **SALARY RANGE**

The hourly range for this role is \$27.00 - \$35.00, and the pay rate for the successful applicant will be determined based on a variety of non-discriminatory factors which may include, but is not limited to, job-related knowledge, skills, location, and experience. Specific roles may be eligible for performance-based incentive compensation, bonus, and/or equity awards.

### **POSITION SUMMARY**

The Wire Payments Support I handles wire transfers securely, accurately, and timely to maintain the desired level of client satisfaction. The Wire Payments Support I strives to assist team members in a professional, friendly, positive, and efficient manner, while following security procedures to maintain confidentiality of sensitive information. Prioritizing and meticulous attention to detail are of utmost importance for this position. Additionally, the willingness to perform other duties or projects not pertaining to wires is required. Commencement employees embrace and practice the Bank's core values: Dedication, Teamwork, Integrity, and Respect and support an environment of diversity, equality, and inclusion within all aspects of the organization.

The Wire Payments Support I position is an entry-level department position. A qualified candidate will have experience in a back-office banking environment and strengths in high attention to detail and prioritizing. A Wire Payments Support I excels in a team environment and interdepartmentally, with the ability to be a self-starter that can work independently to accomplish tasks. All positions are expected to maintain compliance with all bank policies, procedures, and regulations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assure compliance with all Bank policies and procedures as well as state and federal banking regulations, as applicable
- Follow all BSA/AML/OFAC guidelines and complete annual training as assigned
- Entry and verification of domestic and international wire transfers within time limits
- Post incoming wires timely and accurately
- Ensure wire transfer instructions provided by the client have been executed properly and call back procedures have been followed
- Maintain retention of wire and payment documents as assigned
- Perform daily back-office operations processes related to Payments
- Take initiative in personal development plan to grow job specific skills and proficiencies
- Complete special projects as assigned
- Perform other duties as assigned

## **REQUIRED SKILLS**

- Have a meticulous and thorough approach with a very high attention to detail
- Work under limited supervision and exercise good judgement within guidelines
- Strong prioritizing and organizational skills
- Work collaboratively within a team and with other bank departments to reach mutual goals
- Communicate clearly, effectively, and professionally with clients and internal departments, both verbally and in writing
- Desire to learn; Ability to learn and follow written procedures
- Proficient in Word, Excel, Teams, Share Point, and Outlook
- Adapt easily to changing situations and interruptions
- Ability to work with or without coworkers in a sparsely staffed office
- Exercises appropriate judgement in prioritizing work tasks
- Treats people with respect; works ethically and with integrity; accepts responsibility for own actions

## **WORK ENVIRONMENT**

- Must be able to remain stationary for extended periods of time
- Must be able to effectively and frequently communicate and exchange accurate information, in-person and in a virtual environment
- Must be able to work in a cubicle environment with moderate noise levels and manage frequent virtual messaging and interruptions during the day

## **QUALIFICATIONS**

- Minimum one year experience working for a financial institution back office
- High school graduate or GED required

## **BENEFITS INFORMATION**

Commencement Bank strongly believes in the importance of investing in the health and welfare of its employees and their families. To extend our gratitude for the time and services they provide to our clients and communities, Commencement offers an exciting total rewards package including base salary and a comprehensive package of benefits.

Benefit eligibility begins the first day of the month following the date of hire for employees who are regularly scheduled to work at least 20 hours weekly. Eligible employees will receive benefit options including:

- comprehensive and competitive paid healthcare coverage (medical, dental, and vision) with discounted premiums for dependents
- 401(k)-retirement savings plan with employer match
- employee stock purchase program
- employee assistance program (EAP)
- life insurance
- long-term disability insurance
- flexible spending account
- voluntary benefit options
- tuition reimbursement

- paid parking
- vacation time and a personal float day
- vacation purchase option
- paid time off for illness, volunteerism, and holidays
- logo wear allowance
- employee appreciation activities

**Job description may change at any time.**