

PRESIDIO BANK JOB DESCRIPTION

Department: <i>Cash Management Operations</i>	Position Title: Electronic Banking Support (Cash Management Operations Officer)
Reports to: <i>Fang Tan, Cash Management Operations Manager</i>	Position Type: <input type="checkbox"/> Exempt
Location: <i>Walnut Creek</i>	Prepared/revised by: <i>GDatuin 11/20/2018</i>

Position Overview:

Under general supervision, performs a variety of centralized services and duties pertaining to cash management services: Online Banking, Remote Deposit Capture, Automated Clearing House and other assigned duties. This position is a key liaison to deliver excellent customer service and support to multiple banking offices.

Principal Duties and Responsibilities (Essential Functions**):

- Adhere to established Bank policy and procedure
- Process and verify all service requests accurately
 - Online Banking Banking
 - Remote Deposit Capture
 - Lockbox Payments
 - Automated Clearing House
 - Tax Payments
 - Business Sweep Accounts
 - Correspondent Banking Services
 - Account Analysis
 - Cash Vault
 - Wire Transfers
- Maintain current electronic copy of services requests in document storage system
- Maintain relationships with cash management vendors
- Support Relationship Service Managers with system troubleshooting issues
- Ensure daily, weekly, monthly and quarterly reports are completed in a timely manner and proper records are maintained
- Support and train bank users on services and products
- Assist in developing product procedures
- Support Cash Management Operations Manager on projects, as needed
- Balance Bank Controlled accounts on daily basis
- Provide support as needed to Cash Management Operations Manager
- Provide back-up support to Central Services as needed

CASH MANAGEMENT OPERATIONS OFFICER JOB DESCRIPTION (CONTINUED)

Supervision Received:

- *Individual in this capacity will report to Cash Management Operations Manager*
- *General supervision provided to this position*

Supervision Exercised:

- *This is a possible supervisory position*

Required Qualifications & Skills:

- Minimum high school diploma
- Minimum 3 year experience in operations, preferably within Cash Management/Treasury department
- Strong working knowledge of banking operations and experience with banking regulations
- General knowledge of Microsoft Excel and Word
- Strong verbal and written communication skills
- Ability to multi-task in a fast paced work environment.
- Self-starter, motivated
- Ability to prioritize assigned tasks
- Light traveling may be required to banking offices
- May require periodic weekend work hours

Training and Advancement:

- Industry specific courses & webinars provided
- Exposure to various level executives providing career enhancing advice

Employer of Choice

Presidio Bank provides extensive training, guidance, and the opportunity to gain valuable experience in financial services within the banking industry. We strive to be an extraordinary place to work, having the best talent and friendly corporate culture. Communications are respectful, positive and honest, encouraging employees to take be proactive and take initiative. A healthy work-life balance is encouraged. Employees are proud to be a vital part of our community and we are recognized as being on the SF Business Times list of Top Corporate Philanthropists. Ultimately, hard work balanced with fun and laughter, makes Presidio Bank a desirable place to work.

About Presidio Bank

Presidio Bank provides business banking services to small and mid-size businesses, including professional service firms, real estate developers and investors, and not-for-profit organizations, and



to their owners who desire personalized, responsive service with access to local decision makers. Presidio Bank offers clients the resources of a large bank combined with the personalized services of a neighborhood bank. Presidio Bank is headquartered in San Francisco, California and currently operates five banking offices in San Francisco, Walnut Creek, San Rafael, San Mateo and Palo Alto. More information is available at www.presidiobank.com. Presidio Bank is a member of FDIC, Equal Housing Lender, and Equal Opportunity Employer.