

Banking Operations Specialist

Please note, candidates must include a cover letter and salary requirements when submitting their resume. Submissions that do not meet these requirements, will not be considered.

Rockit® Solutions is a leading data aggregation and reporting solution for single-family & multifamily offices, registered investment advisors, private trust companies and other financial institutions. Our software consolidates account data from multiple sources, focuses on data integrity, reconciles discrepancies, and offers flexible reporting. Our company culture is one that Rockit prides itself on, as we continue to uphold an atmosphere that encourages professional development, a team oriented environment and an excellent work-life balance.

We are currently looking for a Banking Operations Specialist to join our Banking Operations Team to be responsible for posting and reconciling wires, ACH payments, checks, DDA's and custodian balances. They will also be responsible for ensuring that this activity is accurately reflected in Fi-Tek's proprietary systems (the parent company of Rockit).

Additional Responsibilities:

- Post daily cash deposits and disbursements including checks, wires, transfers, bill pay, and fees
- Print and mail checks to ensure timely payments are sent to clients
- Reconcile DDA's for wires, checks and cash balances
- Process sweep activity in accordance with client money market daily deadlines
- Run and distribute overdraft reports to aid clients in cash management
- Generate ACH file and upload for bank processing
- Balance system totals with daily cash activity
- Provide client support via phone and email
- Follow daily schedule to ensure all tasks are completed as required per established timelines
- Follow operating procedures in accordance with audit requirements.

Skills & Knowledge:

- BA/BS required. Degree in finance, accounting, economics or statistics strongly preferred.
- 1 to three years of work or internship experience in banking or finance industry preferred
- Basic knowledge of accounting, balancing, banking and electronic payment processing
- Strong mastery of Microsoft Office, especially Excel
- Ability to excel independently or as part of a team
- Can communicate effectively and transfer thoughts into expressed ideas
- Detail oriented and responsive

Position Benefits:

- Competitive salary with 401(k) and company match
- Excellent health benefits (Medical/Dental/Vision)
- Flex spending accounts
- Tuition reimbursement
- Gym reimbursement

Please visit www.Rockitco.com for more information.

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