

Chain Bridge Bank, N.A.



Job Title: Operations Specialist
Department: Deposit Operations
FLSA Status: Non-Exempt
Reports to: Wire Transfer Manager

Operations Specialist at Chain Bridge Bank, N.A.

We are actively seeking a detail-oriented and experienced Operations Specialist to join our team. This role requires a deep understanding of Fedwire funds transfers, including the processing, monitoring, and reconciliation of these transactions. The ideal candidate will excel in a fast-paced environment and demonstrate a steadfast commitment to accuracy and compliance in all financial transactions.

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. is a nationally chartered bank offering a comprehensive range of commercial and consumer banking services. These services include traditional deposit accounts, mortgages, and loans, as well as trust and wealth management services. The bank integrates personal service with technology and strictly complies with financial and regulatory standards.

Compensation

We offer competitive pay, a comprehensive benefits package, and participation in the Chain Bridge Bank N.A. Incentive Compensation Plan. Opportunities for training and career development are also provided. We offer a dynamic work environment where your contributions are valued and recognized.

Duties

- Process and verify incoming and outgoing Fedwire transfers accurately and efficiently.
- Ensure strict compliance with all regulations and guidelines associated with Fedwire transactions.
- Detect and address discrepancies and potential fraud-related activities promptly.
- Maintain comprehensive records of all wire transactions.
- Work collaboratively with other teams to resolve transaction issues and enhance the efficacy of the wire transfer process.
- Conduct training sessions for junior staff, focusing on Fedwire operations and compliance.
- Stay abreast of regulatory changes and updates in the realm of wire transfers and financial transactions.
- Study and understand regulations and the Uniform Commercial Code that apply to wire transfers.

Qualifications

The bank seeks a candidate with:

- Bachelor's degree in Finance, Accounting, or a related field. Graduation with honors is a plus.
- Preferred minimum of 3 years experience in wire transfer operations, specifically with Fedwire.
- Required: Federal Reserve Bank training.
- Strong analytical skills and the ability to handle multiple tasks under tight deadlines.
- Exceptional attention to detail and a high level of accuracy.
- Excellent written and oral communication skills and the ability to work effectively in a team environment.

Compliance

The Operations Specialist must comply with relevant laws and Chain Bridge Bank, N.A. policies to maintain a professional and respectful workplace. Responsibilities include upholding internal policies on risk management, safety, and regulatory compliance. Strict adherence to federal and state banking laws and client confidentiality is essential. Performance evaluations will assess compliance with these policies and the successful completion of required consumer compliance courses.

How to Apply

To apply, send a cover letter and resume in PDF format to [hr@chainbridgebank.com], with "Operations Specialist" as the subject of your email. We look forward to reviewing your application and introducing you to our team at Chain Bridge Bank, N.A.