



Job Posting

Job Title: Payment Operations Associate

Position Type: Full Time

Location: St Peter, Mankato, or Belle Plaine

Posting Date: April 24, 2025

Job Summary:

This position supports the back office operational processes of the bank.

Hours: Monday – Friday

Primary Duties and Responsibilities:

- Process ACH/Electronic transactions, wire transfers, overdrafts, stop payments, non-sufficient funds items, check/electronic returns, check adjustments, and account closings due to charge-off and document/report accordingly
- Process online and mobile banking transactions
- Assist Business/Treasury Management customers with applications, training, and file troubleshooting
- Balance and reconcile internal accounts and ATMs according to procedures, including routine month end tasks
- Perform routine internal processes which include posting entries and various computer inputs to a variety of systems and reports
- Provide courteous and professional support to both internal and external customers
- Follow all bank policies and procedures within the Operations Department to ensure compliance with all laws, regulations, and rules
- Maintain records and reports per the retention schedule
- Other tasks as assigned

Qualifications:

Education/Experience

- High School diploma or equivalent required
- Associate degree in an Accounting or Business-related field preferred
- 2 years of Bank Operations experience preferred
- Knowledge of ACH rules and regulations preferred

Knowledge, Skills, and Abilities

- Computer skills necessary to operate software programs used by the department
- Strong numerical accuracy and problem-solving skills
- Knowledge of the bank's retail deposit products, processes, and policies
- Ability to make good decisions under stress in a fast-paced environment
- Capable of prioritizing decisions, projects, and tasks to meet deadlines

Salary Range: \$20.00 - \$26.00 per hour depending on years of experience and credentials.

Benefits:

- PTO
- Health, dental, and vision insurance
- HSA match program
- Disability Insurance
- Life Insurance
- 401 (k) match program
- Paid holidays

To apply please visit: <https://fnbmnbank.com/Careers>

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