



August 6, 2021

WIRE TRANSFER SPECIALIST POSITION AVAILABLE – MARINETTE LOCATION

FULL TIME CAREER OPPORTUNITY:

The Stephenson National Bank and Trust (SNBT) is looking for an experienced professional for our growing organization. The ideal candidate must be a reliable and detailed self-starter with excellent communication and accounting skills. If you possess the knowledge and have a genuine desire to join a progressive, innovative, team-oriented professional environment with deep community roots & history, we would like to meet you? Review the position requirements below, then submit your resume for consideration.

SUMMARY:

The Wire Transfer Specialist is responsible for processing wire transfers through the Bank's platform. The Wire Transfer Specialist must ensure that all regulatory requirements, bank policies and procedures are followed. This position prepares and records journal entries. This position processes all fund transfers and reconciliation processes daily to balance general ledger accounts.

MAJOR ACCOUNTABILITIES:

1. Cash Management
2. Reconciliations
3. Customer Relationship Development
4. Performs other duties as assigned

QUALIFICATIONS:

Associate degree in accounting preferred. Excellent customer service and communication skills in person and on the phone. Knowledgeable in cash management and accounting concepts, personal computers, and software applications.

APPLICATION PROCESS:

Apply in person at 1820 Hall Ave, Marinette, WI 54143, at any of our locations, or online at www.snbt.com/Careers. Resumes may be sent to employment@snbt.com.

Equal Opportunity Employer

www.snbt.com • bank@snbt.com • 715-732-1732 • 800-924-1732

1820 Hall Avenue, Marinette, WI 54143 • 1111 Tenth St, Menominee, MI 49858 • 101 Bralick Way, Oconto, WI 54153
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Marquette Trust & Investment Services 115 S. Lakeshore Blvd Ste D, Marquette, MI 49855 | 906-273-1501
Green Bay Commercial Loan Services Office 2301 Holmgren Way Ste 2, Green Bay, WI 54304 | 920-606-8032