

**LCNB National Bank**  
**ACH & Wire Services Lead**

**Department:** Fed Services

**Location:** Operations Center, Downtown, Lebanon, Ohio

**Contact Person:** HR Department: careers@lcnb.com, 513-932-1414

**Essential Duties and Responsibilities** include the following. Other duties may be assigned to meet business needs.

- Lead and manage all aspects of the Fed Services Department and other operational duties within the Deposit Operations Area. Those major functions include, but are not limited to: Automated Clearing House (ACH) – origination, receipt, processing of files and exception items, Federal Reserve Wire Transfer Services, receipt, processing of files and exception items. Fed Services support of time sensitive, mission critical payment services.
- Monitor daily workflow within department to ensure ACH and Wire functions are completed timely and accurate regardless of internal or external technological, environmental, and/or physical challenges which may occur.
- Continuously expand knowledge of regulations and industry best practices through ongoing education and training in support of LCNB National Bank's ACH and Wire Policies and Procedures.
- Responsible for ensuring LCNB National Bank is compliant with Regulatory Requirements and internal and external procedures including but not limited to adherence to NACHA Rules.
- Oversees, reviews and finalizes all wire and funds transfer systems, profitability and performance reports provided to Senior Management.
- Report statistical information for ACH transaction volumes and dollar amounts to the Board of Directors.
- Coordinates with Internal Auditors on exams and responsible for finalization of Audit Findings.

**Qualifications:**

- Excellent written and verbal communications skills.
- Excellent Leadership and Team Building skills.
- Enthusiastically cooperate with others both inside the office and with other areas of the bank.
- Maintain a professional appearance for yourself and your office environment which project positively the LCNB culture.
- Exceptionally oriented to detail for yourself and your team.
- Detailed functional knowledge of Microsoft Office

**Education/Experience:**

- Preferred Supervisory experience.
- Previous experience with banking operating systems, to include FedLine Advantage, DDA, GL, etc. is preferred.
- Preferred previous RDFI/ODFI ACH processing with extensive knowledge of the Automated Clearing House Rules and NACHA Operating Rules and Guidelines along with processing and extensive knowledge of Wire Transfers.
- AAP Certification is preferred.