



Position Title	Digital and Treasury Specialist
Department / Location	Operations / Operations Center (Round Rock)
Salary	Commensurate with Experience
FLSA Status	Non-Exempt
Posting Date	04/20/2026

GROW YOUR CAREER WITH R BANK'S DIGITAL AND TREASURY TEAM!

R Bank's foundation is our community, our customers, our employees, our shareholders and our bankers. We are a locally owned and operated business with a value proposition of developing a high-touch relationship with our customers while providing high-tech solutions to their financial needs. The technology that we employ allows us to provide state-of-the-art banking experience in a relaxed environment.

Responsibilities of this position include but are not limited to providing support to end-users in a responsive and service-oriented manner in addition to providing both internal and external customer support in the areas of online and mobile banking, remote deposit capture, and business banking.

WHAT YOU'LL DO

- Provide exceptional service and support to internal and external customers.
- Online, Mobile, and Business Banking
 - Internet Banking registrations
 - Bill Pay setup and maintenance as needed for consumer and commercial customers.
 - ACH origination
 - Ensure that commercial customers requesting this service are set up appropriately according to R Bank procedures.
 - Process ACH batches originated by approved commercial customers within pre-approved limits.
 - Wire services
 - Ensure that commercial customers requesting this service are setup appropriately according to R Bank procedures
 - Process outgoing wires and verification callback performed by commercial customers via the Business Online Banking platform.
 - Troubleshooting and access support, internal and external customers (as needed).
 - User profile maintenance
 - Mobile application updates and maintenance
 - Communication

- Internal Customers – notify team members of enhancements, outages, etc. and the ETA of any repairs needed
 - External Customers – notify customers of any processing delays, holidays, special closures, enhancements, etc. that may affect the end user experience.
- Mobile Deposit
 - User setup and maintenance
 - New user list review
 - Daily deposit reviews
 - End of day processing
 - User profile maintenance
 - Limit change requests
 - Troubleshooting
 - Monthly reporting
- Remote Deposit Capture (CCX)
 - User setup
 - Daily reviews
 - User profile maintenance
 - Limit change requests
 - Periodic reporting
 - Annual audits
- Update existing procedures as needed as products are enhanced
- Perform other duties as assigned

WHAT YOU BRING:

- High school diploma or equivalent
- 1 to 2 years retail banking experience
- Ability to fluently speak, read and write in English
- Proficient with basic math concepts
- Ability to maintain and manage personal composure when confronted with a difficult situation and / or customer, with the ability to provide customers with information, data, advice, and solutions
- Effective oral and written communication skills with the ability to communicate technical issues over the phone, in person, and via email
- Understands and applies principles, procedures, requirements, regulations, and policies related to assigned area, as well as the bank's policies, procedures, products, and services
- Ability to meet deadlines
- Detail oriented with the ability to organize and prioritize work
- Flexible and adaptable; able to work under pressure and handle sensitive information in a confidential manner
- Working knowledge of office administration practices and procedures
- Basic knowledge of computer operations (i.e. email, Microsoft Word, Microsoft Excel, etc.) and other standard office machinery

- Ability to pass background investigation and drug screen to the satisfaction of R Bank

WHY YOU'LL LOVE R BANK

At R Bank, you're not just another employee - you're part of a community that values integrity, growth, and relationships. We're proud to offer a supportive environment where your skills are recognized, and your career can flourish. Join us and help us build something special!

WHAT IS IT GOING TO TAKE?

Candidates and team members will embrace and work within the core values of R Bank and possess the following qualities:

- Regularly takes **Initiative** to complete assigned tasks while seeking opportunities to work beyond established expectations.
- **Responsive** to the needs of bank team members, Credit Department team members, senior management of the bank and customers of the bank.
- **Conscientious** with an innate desire and drive to meet and exceed expectations.
- **Authentic** Being genuine, transparent, and true to oneself and others. We foster an environment where honesty and integrity guide our actions and relationships.
- **Fun** approach to work and daily living while not compromising daily work responsibilities, however regularly balancing work with a sense of fun and teamwork.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and work on a computer for prolonged periods of time. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

BENEFITS FOR YOU

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and the R Bank Leadership Council Gym Program. You can learn more about R Bank and our services at www.r.bank.

R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.