



Position Title	Digital and Treasury Specialist
Department / Location	Digital and Treasury / Operations Center (Round Rock)
Salary	Commensurate with Experience
FLSA Status	Non-Exempt
Posting Date	08/04/2026

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

- Serve as a subject matter expert for Digital & Treasury Service products, including ACH Origination, Wire Transfers, Online and Mobile Banking, Remote Deposit Capture, Positive Pay, Bill Pay, and related services.
- Process incoming and outgoing wire transfers and ACH transactions in a high-volume, time-sensitive environment while ensuring accuracy, compliance, and timely completion.
- Review, verify, approve, and release ACH and wire transactions entered by others, ensuring accuracy and compliance with Bank procedures.
- Process internal wire and ACH requests, including loan funding transactions and internal operational requests.
- Perform OFAC verification, fraud prevention reviews, and risk monitoring for wires, ACH activity, and mobile deposits.
- Monitor and process mobile deposits, approvals, exceptions, and transfer limit increases within established authority guidelines.
- Respond promptly to clients and internal inquiries related to Treasury Services, ACH, wires, payment issues, and online banking support via phone, email, and in person.
- Assist with onboarding, implementation, setup, maintenance, and ongoing support of Digital & Treasury Service products and online banking solutions for new and existing clients.

- Assist bank staff with Digital & Treasury Service procedures, product knowledge, and payment-related questions.
- Maintain Treasury Services fee structures, account analysis settings, and system records accurately and timely.
- Monitor daily workflows, internal communications, and deadlines to ensure timely processing of requests and transactions.
- Perform balancing, verification, imaging, and record retention procedures related to wire and ACH activity.
- Process Positive Pay exceptions, Bill Pay enrollments, and other Digital & Treasury Services operational functions.
- Support audits, examinations, and compliance reviews assigned.
- Crosstrain and assist with additional operational responsibilities as needed.
- Deliver exceptional customer service through professional, courteous, and timely communication while collaborating effectively with internal teams to support operational efficiency and client satisfaction.
- Perform all other duties as assigned.

WHAT YOU BRING

- High school diploma or equivalent.
- Associate's degree or some college coursework in business, finance, or related field preferred.
- Minimum of 5 years of banking experience required.
- Banking operations, commercial banking, payments or treasury management experience preferred.
- High level of responsiveness to customer and internal partner inquiries while adhering to compliance, audit, and risk management standards.
- Strong interpersonal, written, and verbal communication skills with a high level of professionalism, sound judgement, and service orientation.
- Understands and applies principles, procedures, requirements, regulations, and policies related to assigned areas as well as the bank's policies, procedures, products, and services.
- Ability to manage multiple priorities, meet deadlines, and perform effectively in a fast-paced, high-volume, customer-focused environment.
- Demonstrates initiative, flexibility, and willingness to take on additional responsibilities as needed.
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
- Detail oriented with the ability to organize and prioritize work.

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.

READY TO JOIN US

If this sounds like the opportunity you've been waiting for, apply now by visiting <https://www.r.bank/career-opportunities>. Let's build relationships, grow communities, and make an impact together!

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.