

# **Core Banking Specialist**

## **Maspeth Federal Savings – Maspeth, NY**

### **Job Description**

Under the general direction of the Director of Core Banking and direct supervision of the Core Banking staff, the Core Banking Specialist will assist in support and maintenance of applications and interfaces to the bank's core system and will also participate in the department's rollout of new products. This person will help the department with the maintenance and testing of Online Banking, Mobile Banking, Zelle, Instant Issue Debit Cards, as well as maintaining the ATM fleet. The Core Banking Specialist will work closely with the team to make sure all applications are well maintained.

### **Reports to**

- Director of Core Banking

### **Primary Responsibilities**

- Maintains commitment to keeping current knowledge of the industry. Attends webinars and training on new products and upgrades of existing products
- Participates in the department's management of the Insight Core data application and stays informed of all system updates
- Under direct supervision, assists the team with new and upgraded software applications that integrate with the Insight Core application
- Tests functionality of the MFS Mobile app, including all app store updates
- Communicates with the bank's Core vendor, COCC, on issues that need escalation
- Performs basic troubleshooting of software when needed
- Sets up new users' accounts and profiles and responds to password issues.
- Assists in maintaining the ATM fleet
- Other duties as needed

### **Desired Skills & Experience**

- Experience with Insight Core application
- Ability to analyze and troubleshoot basic software issues
- Adaptable to change
- Highly motivated
- Ability to multi-task and prioritize
- Good organizational skills
- General knowledge of Windows platform and the Microsoft Office Suite of applications (Word/Excel/PowerPoint)