Job Title: Wire Transfer Specialist

Department: Deposit Operations
FLSA Status: Non-Exempt
Reports to: Operations Manager

Wire Transfer Specialist at Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. ("Chain Bridge" or the "Bank") is seeking a detail-oriented Wire Transfer Specialist to join its Deposit Operations Department. The selected candidate's primary responsibility will be the verification of wire transfers in accordance with the Bank's wire transfer policies and procedures. Because the Bank cross-trains its operations personnel, the selected candidate will also be trained in, and will support, the broader functions of the Deposit Operations Department.

About Chain Bridge Bank, N.A.

Chain Bridge Bank, N.A. is a nationally chartered bank regulated by the Office of the Comptroller of the Currency and a wholly owned subsidiary of Chain Bridge Bancorp, Inc. (the "Company"), a Delaware corporation and registered bank holding company. The Company's Class A common stock is listed on the New York Stock Exchange under the ticker symbol "CBNA." The Bank provides commercial banking and trust and wealth management services to clients nationwide through a technology-enabled operating model. As a regulated financial institution, the Bank places a premium on accuracy, clarity, and disciplined execution in all public-facing systems and communications.

Key Responsibilities

Wire Transfer Verification:

- Process and verify incoming wire transfers, including confirmation that each wire transfer request is properly authorized and supported by appropriate documentation, in accordance with the Bank's wire transfer policies and procedures.
- Perform required callback verification and other client authentication procedures for wire transfer requests, as required by the Bank's wire transfer procedures.
- Confirm that each wire transfer has received the required approvals under the Bank's established wire transfer approval authorities before release.
- Work exception items and fraud suspects.
- Review and monitor assigned wire transfer reports, investigate unusual or outstanding items, and escalate identified concerns promptly.
- Maintain complete accurate records of wire transfer requests, verification procedures, approvals, supporting documentation, exceptions, and related follow-up.

Deposit Operations Support (Cross-Training):

- Perform and assist in activities of the Operations Department, including check processing, reconciliations, ACH transactions, research and adjustments, debit card processing, digital and mobile banking, remote and mobile deposit, Zelle transactions, Treasury Management services, and BSA (Bank Secrecy Act) compliance.

- Process and verify traditional and same day ACH transactions, Zelle transactions, debit card payments, Real Time Payments (RTP), and other transactions.
- Assist clients on various platforms offered by the Bank, including, but not limited to, online and mobile banking, Bill Pay, remote deposit capture, mobile deposit, lockbox, wire transfers, ACH transfers, Zelle transfers, and debit cards.
- Support commercial clients in the use of remote deposit capture and Treasury Management services.
- Perform lockbox, positive pay, and image cash letter processing.
- Provide client support for the Bank's digital products and services.
- Work with other Bank employees to resolve client requests and discrepancies related to deposit operations.
- Assist in preparation and research pertaining to auditing, examinations, and monitoring requests.
- Lead projects as assigned by the Operations Manager or Director of Operations.
- Perform other related duties as assigned or requested.

Qualifications and Experience

Required

- Minimum 1-3 years of Deposit Operations experience
- Knowledge of the Bank Secrecy Act, Patriot Act, OFAC rules, NACHA procedures, and deposit regulations, including specifically Federal Reserve Regulations CC, DD, E, and J.
- Ability to maintain a high level of accuracy and attention to detail.
- Ability to manage multiple concurrent deadlines and prioritize workload effectively.
- Ability to work both independently and collaboratively across functional teams.
- Effective written and verbal communication skills.
- Ability to behave in an ethical manner and protect confidential information.
- Comfort leveraging approved automation and AI-enabled tools to support operational processes, with appropriate human review and adherence to Bank governance and controls.

Preferred

- Bachelor's degree in business administration, finance, or a related field is preferred.
- Specific knowledge of back-office deposit processing.
- Treasury Management or Digital Banking experience.
- Prior wire room or wire verification experience is a plus.

Compensation

Salary Range: $70,000 – $85,000 annually. The final compensation offered will be determined based on the selected candidate's qualifications, relevant experience, skills, and other job-related factors, consistent with applicable law.

This role is eligible to participate in the Bank's annual incentive compensation plan, under which employees may earn a cash bonus based on the performance of the Company and the team, with an emphasis on financial results and risk management. Plan terms, eligibility, and payout amounts are determined at the sole discretion of the Bank and are subject to change.

This is a hybrid position, with a requirement to be in the office at least three days per week in McLean, Virginia.

Benefits

Chain Bridge offers a professional benefits package consistent with a regulated banking environment, including:

- Competitive base salary
- Comprehensive health benefits (medical, dental, and vision)
- 401(k) retirement plan with employer contribution
- Paid time off, including vacation, holidays, and sick leave
- Annual incentive compensation plan
- Professional development opportunities relevant to the role and the Bank's operating environment

Compliance

It is understood that complying with all applicable safety and soundness and consumer compliance laws and regulations, taking the annually required consumer compliance courses, and adhering to the policies and procedures that facilitate compliance will all be factors considered when evaluating individual performance. Individual performance may be reflected in annual salary adjustments. Bank compliance with laws and regulations is a factor considered in the calculation of incentive compensation. The ratings that the Bank receives from its regulators and its auditors are factored into the annual incentive compensation calculation.

Your adherence to these laws and regulations and the policies and procedures that support them directly affect the Bank's compliance. Annual incentive compensation rewards team performance. An employee will not be eligible for incentive compensation unless he/she takes the consumer compliance courses required of all employees and all the required consumer compliance courses for his/her job description or job responsibilities by the end of each calendar year. All required consumer compliance courses for the applicable year will be outlined in the Compliance Management Program.

How to Apply

To apply, send a cover letter and resume in PDF format to hr@chainbridgebank.com.