

# Chain Bridge Bank, N.A.



**Job Title:** Lockbox Specialist  
**Department:** Deposit Operations  
**FLSA Status:** Non-Exempt  
**Reports to:** Operations Manager

## **Lockbox Specialist at Chain Bridge Bank, N.A.**

We are actively seeking a detail-oriented and dedicated Lockbox Specialist to manage and process lockbox transactions, ensuring timely and accurate handling of client payments. This role is critical in providing exceptional service and operational support for our commercial clients. The ideal candidate will excel in a fast-paced environment and demonstrate a steadfast commitment to accuracy and compliance in all financial transactions.

## **About Chain Bridge Bank, N.A.**

Chain Bridge Bank, N.A. is a nationally chartered bank offering a comprehensive range of commercial and consumer banking services. These services include traditional deposit accounts, mortgages, and loans, as well as trust and wealth management services. The bank integrates personal service with technology and strictly complies with financial and regulatory standards.

## **Compensation**

We offer competitive pay, a comprehensive benefits package, and participation in the Chain Bridge Bank N.A. Incentive Compensation Plan. Opportunities for training and career development are also provided. We offer a dynamic work environment where your contributions are valued and recognized.

## **Duties**

- Accurately process incoming customer payments through the lockbox system, including checks, electronic payments, and other forms of payment.
- Input payment details into the appropriate system and ensure that transactions are processed and recorded correctly.
- Organize payments into batches and balance them against corresponding deposit totals.
- Review, scan, and manage supporting documents, such as remittance advices, to ensure proper allocation of funds.
- Work collaboratively with other teams to resolve transaction issues and enhance the efficacy of the wire transfer process.
- Identify and resolve any discrepancies or exceptions in the payment process, working with internal teams and clients as needed.
- Perform other related duties as assigned or requested.

## **Qualifications**

The bank seeks a candidate with:

- Bachelor's degree in Finance, Accounting, or a related field. Graduation with honors is a plus.
- Minimum of 3 years experience in banking
- Strong analytical skills and the ability to handle multiple tasks under tight deadlines.
- Exceptional attention to detail and a high level of accuracy.
- Excellent written and oral communication skills and the ability to work effectively in a team environment.

## **Compliance**

The Lockbox Specialist must comply with relevant laws and Chain Bridge Bank, N.A. policies to maintain a professional and respectful workplace. Responsibilities include upholding internal policies on risk management, safety, and regulatory compliance. Strict adherence to federal and state banking laws and client confidentiality is essential. Performance evaluations will assess compliance with these policies and the successful completion of required consumer compliance courses.

**How to Apply**

To apply, send a cover letter and resume in PDF format to [[hr@chainbridgebank.com](mailto:hr@chainbridgebank.com)], with "Wire Transfer Specialist" as the subject of your email. We look forward to reviewing your application and introducing you to our team at Chain Bridge Bank, N.A.