



**Recruitment of 'Manager – Maintenance' for
Deposits and Remittances Dept.,
State Bank of India, New York Branch**

State Bank of India - New York Branch is looking to hire a professional for the role of Manager – Maintenance at Deposits and Remittances Dept., who will report to Vice President (Electronic Banking). The details of the position are as under:

Position Description:

Manager (Maintenance) will report to VP (Electronic Banking) in the Deposits & Remittances Dept., State Bank of India, New York Branch.

This position requires a college degree, preferably in business/accounting/finance. This position also requires good knowledge of accounting and bookkeeping procedures and advanced Excel skills, viz. pivot tables, vlookup, index/match, etc.

Preferred Experience: 5+ years of Work experience in banking, preferably in areas like related to customer dealing and retail banking.

Additional requirements:

- a) Excellent communication skills, both written and verbal
- b) Organizational and time-management skills
- c) Attention to detail, strong bias towards data integrity and reporting accuracy

Responsibilities:

- **Reporting:** Preparation of various periodic business reports for the management. Overseeing the accurate filing of yearly 1099/1042 Tax Returns, withholding tax deduction and periodic reporting.
- **Audit:** Compilation and On-time submission of data for various Audits (FDIC/NYSDFS /Internal Audit/Statutory Audit/CFPB/NACHA/FDICIA/RFIA)
- **Technology:**
 - Liaison and follow up with various Technology vendors
 - Vendor review and testing new processes and products
 - Escalation of technical issues to System Dept.
- **Maintenance:**
 - Maintenance of deposit accounts.
 - Review of various policies, procedures and job cards.

- Periodic customer interaction for records update.
 - Periodic identification of items for Escheatment as per Abandoned Property Law and handling the Escheatment process for the branch.
 - Adherence to regulatory requirements
- **Supervising / Managing Team**

The pay range for the positions will be \$ 60,000 to \$ 80,000 (per annum) plus group life insurance, health, and dental insurance (fully paid for by the bank) and 401k benefits.

The applicant should have eligibility for employment in US on a long term and we don't sponsor any work-related Visas.

STATE BANK OF INDIA IS AN EQUAL EMPLOYMENT EMPLOYER

ALL CANDIDATES MUST HAVE VALID AUTHORIZATION TO WORK IN US

Interested candidates are requested to send their resume to vppna.nyb@statebank.com and pna.nyb@statebank.com by Oct 12, 2023.