



**Job Posting**  
**Treasury Management, Support Specialist**  
**One Community Bank**

One Community Bank is searching for a dynamic and highly motivated person to fill our full-time Treasury Management, Support Specialist position. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume by email to:

Talent, [careers@onecommunity.bank](mailto:careers@onecommunity.bank)

**Summary:**

Treasury Management-Support is a critical role in the Treasury Management Department, in this role you are responsible for supporting all efforts of the Treasury Management-Business Development as well as assisting all clients.

**Essential Duties and Responsibilities include the following:**

- Support Treasury Management Officers with opening, servicing and responding to client requests related to deposit accounts.
- Coordinate the implementation of the following services: ACH origination, business remote deposit, business online banking and business credit cards.
- Review account relationships on a monthly basis for compliance with ACH, RDC, etc.
- Troubleshoot client requests in a timely matter.
- Assisting the team with researching, planning and the implementation of new products and services that fit the bank's strategic plan.
- Collaborating with the Treasury Management Officers on all department initiatives.
- Participate in community events & business development activities.
- The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned as necessitated by business demands.

**Required Qualifications / Skills / Abilities:**

- At least 1-year banking experience
- Excellent written and verbal communication skills
- Strong problem-solving skills
- Advanced Microsoft Office skills