



## Job Posting Treasury Management-Support Specialist

We are searching for dynamic and highly motivated individual to fill our full-time Treasury Management-Support Specialist role. Successful candidates will be someone with banking experience and skilled in exceptional client service. Qualified candidates interested in working at a growing community bank should submit their cover letter and resume or application by email to:

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

### Essential Duties and Responsibilities include the following:

- Support Treasury Management Business Development 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, blocks and filters and business credit cards.
- Review account relationships as needed 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 Business Development on all department initiatives.
- Participate in community events & business development activities.
- Respond to client inquiries by telephone, email or online chat.

### Required Qualifications / Skills / Abilities:

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