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# TREASURY MANAGEMENT SPECIALIST

Full Time, Exempt  
Reports to Treasury Services Manager  
August 12, 2019

## Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

## Position Summary

The position of Treasury Management Specialist will provide overall support and administration for Treasury Management products, online banking and mobile banking for Seattle Bank retail, commercial and private banking business lines with the underlying objective of enhancing sales and service effectiveness.

## Essential Duties

- Administer Treasury Management Program due diligence, site visits and annual reviews. Evaluate business financial statements, credit history, business operating activities, and banking history. Work with senior/executive management on accounts requiring escalated credit review. Track and ensure that annual reviews and site visits for active Treasury Management customers are conducted in accordance with policy.
- Maintain Treasury Management client files ensuring all proper paperwork and documentation are completed and current, including authorized signers and limits.
- Install and train clients on the usage of Remote Deposit Capture service and equipment.

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• [seattlebank.com](http://seattlebank.com)  
• 206.281.1500



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- Act as subject matter expert on Business and Retail online banking, mobile banking, mobile deposit capture, remote deposit capture, Bill Pay and Treasury Management products including ACH, Wires and Positive Pay.
- Create product procedures and forms, checklists, job aids, and marketing one-sheets as needed. Provide training and/or presentation to employees and/or Board of Director meetings.
- Serve as day-to-day contact and subject matter expert for outsourced third-party alliance programs including but not limited to VISA and Merchant Services.

## We'd love to hear from you if:

- Bachelor's Degree in business, finance, or accounting. Equivalent combination of education and relevant work experience may be considered.
- 3 to 5 years of in-depth experience with Treasury Management and Electronic Banking products with proven fraud detection and risk mitigation skills.
- Strong computer system and technical skills
- Experience with accounting software programs, and proficiency in the Microsoft Office Suite.
- Excellent customer service and problem-solving skills. Ability to identify and resolve complex problems quickly.
- Ability to read, analyze and interpret business financials and bank statements.
- Demonstrated big-picture thinking in a fast paced & ever-changing environment.
- Effective organizational and time management skills.

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## Interested?

Please send a cover letter and resume to [jobs@seattlebank.com](mailto:jobs@seattlebank.com).

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas. Employment at Seattle Bank is on an at-will basis.

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