

---

# TREASURY MANAGEMENT SPECIALIST

Full Time, Non-Exempt  
Reports to Treasury Services Manager  
November 19, 2021

## 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

Provides 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

- Administers Treasury Management Program (TMP) due diligence, site visits and annual reviews. Evaluates business financial statements, credit history, business operating activities, and banking history. Works with senior/executive management on accounts requiring escalated credit review. Tracks and ensures that annual reviews and site visits for active TMS customers are conducted in accordance to policy.
- Maintains TMS client files ensuring all proper paperwork and documentation is completed and up to date, including current authorized signers and limits.
- Installation and training of Remote Deposit Capture service and equipment.

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



---

# TREASURY MANAGEMENT SPECIALIST

- Product 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.
- Creates product procedures and forms, checklists, job aids, and marketing one sheets as needed. Provides training and/or presentations to employees and/or Board of Director meetings.
- Serves as day to day contact and subject matter expert for outsourced third-party alliance programs including but not limited to VISA and Merchant Services. Administers back office functions and monthly reporting.

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

- Bachelor 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 systems and technical skills understanding different computer and accounting software options. Ability to effectively utilize computer technology. Proficiency in Microsoft Office Suite programs.
- Excellent customer service skills 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.

## Interested?

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

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



---

# TREASURY MANAGEMENT SPECIALIST

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.

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

