



Independence

BANK

Account Relations Back-Office Support

POSITION SUMMARY

This position is responsible for the establishment and maintenance of a monitoring and tracking system for specified account activity to ensure adherence of FIDICIA regulatory requirements. This position is responsible for compiling and reporting reviewed information to management, and monitoring corrections, as needed. This position is also responsible for completing daily administrative duties to support Account Relations staff, bank wide.

This position is 40 hours a week

QUALIFICATION REQUIREMENTS

Position requires knowledge of banking terminology, products, and services. Must possess ability to type, use a computer, calculator, fax, printer, and copier. Customer service skills with ability to communicate orally and in writing. Proficient in Microsoft Excel and Microsoft Word. Demonstrate a high level of organization with attention to detail and accuracy. Demonstrate self-motivation and ability to follow through with tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); One year of banking experience and/or training; or equivalent combination of higher education and experience. A person with previous banking experience preferred.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, and talk or employee frequently is required to walk. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision requirements include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

For a full description for this position or a copy of our benefits package, please contact the Human Resources Department.

Independence Bank EEO/Employer/Vet/Disabled