



**Position:** Treasury Management Support Specialist  
**Location:** Oregon Community Bank-HQ  
**Reports to:** Senior Vice President – Business Banking (Elyse Smithback)

**Hours:** 8:00-5:00  
Periodic Saturday hours expected.

**Job Description:**

- 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
- All other duties as requested by the President & CEO, or Senior Vice President – Business Banking.

Experience in the banking industry is required. Full benefit package. Salary will be commensurate with experience.

Please send resume to Elyse Smithback at [esmithback@oregoncommunitybank.com](mailto:esmithback@oregoncommunitybank.com) or call 608-835-6105.