

TREASURY MANAGEMENT OFFICER

PRIMARY RESPONSIBILITIES:

Sales, implementations, and on-going maintenance of all new and existing treasury management customer relationships

Implementation and Management of ACH Origination Policies & Procedures

On-Going Development of Medical Banking Niche

Treasury Management Priorities

- Responsible for primary sales efforts of all Treasury Management (TM) products and services and implementation of products and services sold
- Responsible for facilitating the opening of commercial depository accounts and services
- Comprehensive knowledge of all TM products and services
- Thorough understanding of technology throughout the financial industry and on-going awareness of all regulatory issues related to TM products and services
- Responsible for on-going TM customer relationship maintenance
- Responsible for steady growth of the TM portfolio to be measured by calling efforts and new product implementations
- Responsible for maintaining all TM agreements in accordance with product guidelines, regulatory guidance and all applicable US laws
- Responsible for obtaining customer signed agreements for all TM products and services sold
- Responsible for implementation and customer training for all TM products and services sold

ACH Policies & Procedures

- Responsible for obtaining completed annual questionnaires from all large ACH Originators
- Responsible for all ACH originator compliance issues including large originator underwriting in accordance with the bank's ACH policies and procedures
- AAP or CTP certification a plus

Medical Banking Niche

- Responsible for primary calling efforts to establish QCB as a highly regarded Healthcare Bank to be measured through calling efforts and new product sales
- Responsible for all deposit and treasury management healthcare prospecting and on-boarding
- Team with commercial and mortgage lenders in calling efforts
- Refer business to Mortgage and Investment teams, when appropriate

JOB REQUIREMENTS:

Qualified candidates should hold a bachelor's degree in a business-related field and/or have a minimum of five years of experience in treasury management sales and service. Excellent written and verbal communication skills are a must. This position requires a thorough understanding of technology products and services used throughout the financial industry. Qualified candidates should forward a resume' and salary requirements to julie@quailcreek.bank.