



## Cashmere Valley Bank

### Treasury Management Specialist I,II

**Location:** Wenatchee, WA

**Department:** Treasury Services Department

**FLSA Status:** Non-Exempt

**Grade/Level:** \$21.50 - \$30.28

**Work Schedule:**

Available to work Monday through Friday from 8:00 am to

5:00 pm with overtime as necessary.

**Job Status:** Full Time

**Reports To:** Treasury Management Officer

**Amount of Travel Required:** Frequently

**Positions Supervised:** None

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#### POSITION SUMMARY

Provides high-level administrative and operational support to the relationship banking/deposit team.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions Statement(s)

- Develops new prospects and calls upon existing customers to increase sales of the organizations products and services. Responsible for knowing all company products and making referrals to other areas as appropriate.
- Provide assistance with new merchant applications and analysis to enhance customer service while ensuring conformity with bank policy. Communicates new service offerings or changes to the customers.
- Provide system support and process file maintenance. Generate, maintain and review various reports, including Enhanced Account Analysis and other system generated reports.
- Order, program and install merchant terminals, desktop check scanners and other equipment needed for Treasury Management Services. Assists with set-up and maintenance of services and processing systems including supplies and advertising collateral.
- Assist in the setup and ongoing maintenance of Remote Deposit Capture, Merchant Services, ACH, Wires and all Treasury Management Services.
- Filing and other clerical duties. Maintain comprehensive written file documentation. Cross train for the Credit Card Servicing position and back up when needed.
- Responds to questions, researches and troubleshoots issues, processes billing and adjustment transactions.
- Ability to maintain excellent business relationships with Treasury Management customers and potential customers.
- Adhere to all policies, procedures and regulatory compliance requirements for Cashmere Valley Bank.
- Regular, in person attendance is essential.
- Model and uphold the Mission Statement of Cashmere Valley Bank.
- Other duties as assigned. Job descriptions and duties may be modified if deemed necessary by management.

#### POSITION QUALIFICATIONS

##### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Confidentiality - Keep all customer financial information strictly confidential.
- Customer Service - Ability to demonstrate continuous quality customer service to internal and external customers.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Multi-task - Ability to prioritize, manage and perform multiple tasks as warranted.

- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Professionalism - Practice a high degree of professionalism with a positive attitude.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Reliability - The trait of being dependable and trustworthy.
- Self Motivated - Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
- Team Player - Contribute to an overall team effort by being an effective team player.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Training - Successful completion of all in-house and off-site training as required.

## SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required

Experience: None

Computer Skills: Word and Excel experience and the ability to learn to operate various computer programs.

Certifications & Licenses:

Other Requirements: Reliable vehicle required. Ability to confidently provide on site merchant support.

## PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	O	10 lbs or less	O
Walk	O	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	N
Reach Outward	F	Over 100 lbs	N
Reach Above Shoulder	O		
Climb	O	Push/Pull	
Crawl	O	12 lbs or less	O
Squat or Kneel	O	13-25 lbs	O
Bend	O	26-40 lbs	N
Grasp	F	41-100 lbs	N
Speak	F		

## Other Physical Requirements

- Vision (Near, Distance)

## WORK ENVIRONMENT

Cashmere Valley Bank's work environment is generally considered low risk in environmental conditions such as extreme noise, heat, cold or atmospheric exposures. The possibility for personal injury is low.

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Prepared by: HR Department Date: 5/17/2023

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/ Manager  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.