



JOB TITLE: Commercial Banking Associate

DEPARTMENT: Cash Management

LOCATION: Riverland Bank, Minneapolis MN

SUMMARY:

Commercial Banking Associate

Opens business deposit accounts and performs account maintenance at the direction of the Cash Management officer. Works as a partner with Cash Management Officer in setup and support of cash management and internet banking products for new and existing customers.

Job Accountabilities

- Consistently provides a high level of service when working with new and existing business clients.
- Open new business deposit accounts including checking, savings, certificates of deposit and IRA's.
- Compiles information for RDC and ACH reviews.
- Assist and act as backup for Cash Management Officer in setup and support of cash management products and services.
- When warranted, may need to assist with branch coverage.
- Knowledge of applicable federal and state banking regulations including but not limited to the Bank Secrecy Act/ Anti-Money Laundering/CIP (US Patriot Act). Report suspected non-compliance with regulations and related policies to the Compliance Officer.
- Other duties as assigned or needed.

Expectations:

- Performs job accountabilities with a high level of professionalism.
- Provides customers with courteous, friendly service, which exceeds their expectations while processing transactions promptly, efficiently, and accurately.
- Self-motivated, good organizational skills, excellent communication and phone skills.
- Ability to identify and resolve problems and make quality decisions in a timely manner.
- Ability to multi-task and organize priorities.
- Maintains knowledge and performs duties in compliance with bank policies and procedures.
- Upholds the employment guidelines outlined in the Employee Handbook. Lead by example.



- Attend training to enhance professional expertise.
- Candidate is encouraged to be involved in community organizations and represent Riverland Bank in a professional manner.
- Team oriented with the ability to adapt in a fun, fast-paced environment.

Qualifications:

- High School diploma or equivalent.
- At least two years of banking experience, including teller experience and personal banking, is required.

To Apply:

Please send resumes to humanresources@riverland.bank

EOE

Riverland Bank is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

