



Job Title: Treasury Management Onboarding & Implementation Specialist

Location: Denver Metro

Job Type: Full-time, Exempt

Overview:

The Onboarding & Implementation Specialist is responsible for supporting the Treasury Management department in various Treasury Management duties: daily, weekly, monthly exception monitoring and resolution, ACH and RDC renewal recommendations, RDC Security Reviews and certifications tracking, monthly billings, analysis service charge entries and maintenance, monthly certifications. Additionally, this individual will be involved in all phases of customer service and back-office operational workflow within Treasury Management.

This individual must demonstrate strong organizational and analytical skills and the ability to identify and resolve business issues quickly in a professional manner. This job requires a patient and stable work style and consistency in dealing with repetitive routine. The job demands a cooperative, agreeable, and sympathetic listener who gets along with others and enjoys being helpful to them.

A customer service, team-oriented focus is of utmost importance. The job requires attention to the details of work, handling them with better-than-average accuracy and with careful attention to the quality of the work. The focus is on working comfortably under close supervision within a stable, secure team.

Essential Job Functions:

- Assist with external client sales through support and training, including internal support and training, billing, and maintaining of Treasury Management reporting for sales, fee income growth, waivers, and rate exceptions.
- Assist with client demos, implementation, and training as requested. Ensure accurate information is conveyed to all clients.
- Responsible for monitoring various daily, weekly, monthly exception reports pertaining to Treasury Management products and functions and resolving as necessary.
- Responsible for the ACH and RDC annual review and recommendation process, monitoring for renewal dates and providing renewal recommendations based on historical activity review. Prepare maintenance requests upon renewal and maintenance of files.
- Responsible for scheduling, execution, and documentation of periodic security review for all remote deposit customers.
- Manage Account Analysis maintenance submitted from bankers.



- Assist in the entering of service charge items through Account Analysis or hard charge from monthly billings, branches, Account Officers. This also includes monthly remote deposit and lockbox activity.
- Prepare Treasury Management Department monthly GL certifications.
- Maintain current knowledge and follow all bank financial and security regulations and procedures.
- Embody, embrace, and demonstrate InBank's Core Values: Commitment, Innovation, Responsibility, Teamwork, Happiness, and Authenticity.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree or Equivalent.
- 3+ years of Treasury Management Experience – proficient understanding of online/mobile banking, RDC, ACH, Wires, and Positive Pay
- Proficient in all Microsoft Office Products
- Travel up to 5% of the time

Preferred Qualifications:

- 2+ years of payment card industry experience
- Strong analytical and critical reasoning abilities
- Bilingual a plus

Compensation:

The applicant who is selected for this position will be eligible for the following compensation and benefits:

- Targeted pay range based on experience: \$60,000 - \$75,000. This range is an estimate based on potential employee qualifications and other considerations permitted by law under the Colorado Equal Pay for Equal Work Act and Equal Pay Transparency Rules.
- Bonus Eligibility: Annual bonus based on Company Bonus Plan/Individual Performance and is at the Company Discretion at a rate of 10% of annual base salary
- Benefits: Medical, Dental, Vision insurance. Disability insurance. Employee assistance program. Flexible spending account. Health savings account. Life insurance.
- Paid Time Off: Vacation and sick leave, as well as Bank Holidays



- 401(k): Company match begins with the first contribution and follows the company vesting schedule
- Other: access to career training and development opportunities, employee discounts
- For more about InBank and our culture, visit us here: [Who We Are](#)

InBank is an Equal Opportunity Employer committed to creating a diverse workforce. We support a work environment where colleagues are respected and given the opportunity to perform to their fullest potential. We consider all qualified applicants without regard to race, religion, color, sex, national origin, age, sexual orientation, gender identity, disability or veteran status, or any other characteristic protected by applicable federal, state, or local laws.