



Job Title: Treasury Management & Payments Onboarding Specialist

Location: Denver Metro

Job Type: Full-time, Exempt

Overview:

The Treasury Management and Payments Onboarding Specialist is responsible for capturing data and agreements for the commercial clients of the bank. This entails gathering all CIP information, opening accounts, and completing onboarding paperwork. Model courteous, efficient, helpful, and accurate behaviors, as well as cultivating key internal networks with essential business partners.

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:

- Open business accounts and support Treasury Management products and services implementation.
- Support TM Sales Officers by gathering all documentation and completing onboarding paperwork.
- Serve as a liaison between clients, the TM sales officer, and the implementation team to ensure a seamless client onboarding experience.
- Inform customers about all banking products and services; identify and cross-sell referral opportunities to broaden the customer's banking relationship.
- Assist clients with day-to-day customer service requests including more complex issues and interactions regarding customer inquiries, new accounts, and ongoing relationship needs for both depository and lending clients.
- Completes projects as assigned by the Director of Treasury Management and Payments.
- 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.
- 5+ years of Retail Banking experience with opening consumer and commercial accounts
- Proficient in all Microsoft Office Products

Preferred Qualifications:

- Prior Treasury Management experience

Compensation:

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

- Targeted pay range based on experience: \$50,000 - \$65,000. 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.