

## **BANKING POSITION JOB DESCRIPTION**

Bank Officer

Points West Community Bank  
6801 West 20<sup>th</sup> Street  
Greeley, CO 80634

### Job Description

This position will assist in lending and operational activities, will uphold a tradition of honesty and integrity as you provide financial transactions to existing customers. We are looking for a dynamic, self-motivated and results oriented professional that has the ability to process, analyze and audit consumer, commercial and agriculture loans. This position may also include operations, cash management, and account reconciliation. Preferred candidate would be NMLS registered with experience in TRID processing. This position will also assist with monitoring loans to ensure proper documentation, covenants, mitigate risk and identify trends. This individual will work closely with loan officers, loan administration and report directly to President. The right individual promotes teamwork and is detail oriented. Growth within this position will occur by developing and maintaining a working knowledge of all deposit and lending products and services.

### Minimum Qualifications

We are looking for an individual with bookkeeping, communication, interpersonal and problem solving skills. Demonstrates attention to detail, organizational skills, dependability, and can manage multiple tasks. Has the ability to listen, follow directions and identify the needs of customers and other team members. High School Diploma or greater with banking, bookkeeping and/or title company experience preferred.

### Technical Skills

Proficient in Windows based software including Excel, Word, and Outlook. Additional equipment and software utilized includes: bank software, telephone, fax, copier and 10 key calculator.

### Benefit Package

Points West Community Bank is an Affirmative Action and Equal Opportunity Employer. We offer highly competitive benefit packages. Points West Community Bank generally does not publish salary/benefit figures as discussions typically occur later in the recruiting process with qualified applicants.

### Contact Information

Please email your resume to [tulrich@pwcbank.com](mailto:tulrich@pwcbank.com) fax to 970-339-0053 or pick up an employment application at 6801 West 20<sup>th</sup> Street, Greeley, CO 80634.