



Core Values – Excellence, Respect, Integrity, Innovation, Community, Commitment

## Electronic Banking Specialist – Fulltime

### Primary Work Location and Schedule

- 3524 S. Outpepper, Springfield, MO 65807
- Monday – Friday, 8:00 am – 5:00 pm, weekends and evenings occasionally needed
- Fulltime, 40 hours per week average

### Job Summary

This job performs a variety of hands-on duties supporting corporate internet banking, online bill pay, merchant capture, and ACH origination; is the single source for job completion on most assigned tasks. Handles a significant volume of telephone and email communications daily while completing daily electronic banking functions to meet deadlines for the end of day processing. Cross-trained to provide customer and employee support for all areas of deposit operations. Works closely with the Business Banking department and will occasionally assist with service support calls at area merchants.

### Position Requirements

- High school diploma or equivalent and one year of relevant experience or training; or three years of relevant experience and training.
- One year of prior banking or work related experience in online banking, internet banking, or online account support preferred
- Fiserv software systems experience preferred
- Excellent verbal and written communication skills
- Ability to sit, speak, and type for extended periods of time
- Ability to successfully teach and provide instruction; as well as high patience and tolerance for repetitive issues
- Ability to maintain composure, productivity, and helpful demeanor during stressful activities
- Proficient knowledge and utilization skills of MS Office products, including Word and Excel, etc.

### To Apply:

- Print an Old Missouri Bank application at <https://www.oldmissouribank.com/about-us/careers.html>
- Submit a completed application through one of the below methods a resume may be included.
  - Email: [careers@oldmibank.com](mailto:careers@oldmibank.com)
  - Fax: 1-844-834-3256
  - Mail: Human Resources, Old Missouri Bank, PO Box 14050, Springfield, MO 65814-0050
  - Hand delivery at an Old Missouri Bank location
- Contact Human Resources at [careers@oldmibank.com](mailto:careers@oldmibank.com) or 417-869-9000 for more information

### Benefits

- **Excellent work environment** where you are appreciated and recognized for individual efforts and contributions
- **Stability** with a locally owned community bank that is growing and expanding in the region
- **Paid Leave:** Vacation, Sick, Military, Bereavement, and Jury Duty
- **Full and partially paid insurance** plans: life w/ AD&D, disability, medical, and dental
- **Cost friendly insurance:** vision, critical illness, accident, supplemental life w/ AD&D
- **100% match of retirement** savings (up to plan limit)
- **Discounted financial service fees** on select OMB products and services
- **Plus more**

### Futures made brighter. Banking made better.

Explore a unique opportunity to join a small, rapidly growing, community bank in Springfield, MO.

Old Missouri Bank, founded in 1999, is dedicated to service excellence. We offer our customers the latest in banking products and services combined with old-fashioned customer service. We are committed to giving our employees the kindness, courtesy, and professionalism they deserve. This philosophy has resulted in our growth from one bank in Springfield to seven branches in Springfield and the surrounding communities.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. These statements should not be construed as an exhaustive list of all responsibilities, duties, and skills required. Persons will be required to perform tasks outside of regular job duties from time to time, as needed.

EQUAL OPPORTUNITY EMPLOYER

E-VERIFY EMPLOYER