



VALUES - Excellence, Respect, Integrity, Innovation, Community, Commitment

Electronic Services Specialist

Job Summary

This job performs tasks related to the oversight of retail & business electronic banking, wire transfers, Mobile Deposits, ACH, RDC, Merchant Services and Credit Cards as well as any other ancillary services that are offered to online banking customers. This will include maintenance, new EB business customer setup, customer support, and other backroom type functions, while working remotely.

Primary Location/Schedule:

- On-site: 3520 S Culpepper, Springfield MO 65807 with remote work opportunities
- 8:00 am - 5:00 pm Monday – Friday; occasional additional hours as needed
- Full-time – 40 hours per week average

Position Requirements:

- High school diploma or equivalent
- A minimum of three years in retail banking; one or more years of electronic banking ideal
- Understanding and experience of common desktop computer applications and Windows operating system.
- Ability to work from productively from home with occasional travel to other locations in and around Springfield
- Experience and knowledge of Fiserv Premier software and/or ACH requirement preferred

Required Skills:

- Excellent customer service and strong communication skills
- Sound decision making skills and ability to work independently
- Strong mathematical, problem-solving and computer skills
- Effective multi-tasking and organizational skills in a fast-paced environment.
- High degree of work accuracy with attention to detail and deadlines
- Willingness to proactively cross-sell bank products & services

To Apply:

- Print an Old Missouri Bank application at <https://www.oldmissouribank.com/about-us/careers.html>
- Submit a completed application by one of these methods; may include a resume.
 - Email: careers@oldmobank.com
 - Fax: 1-844-834-3256
 - Hand delivery at an Old Missouri Bank location
 - Mail: Attn Human Resources, Old Missouri Bank, PO Box 14050, Springfield, MO 65814-0050
- Contact Human Resources at careers@oldmobank.com or 417-869-9000 for more information

Futures made brighter. Banking made better.

Old Missouri Bank was founded in 1999 with a commitment to excellence in service. 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.

Employee Benefits:

- **Excellent work environment** where you are appreciated and recognized for your individual efforts and contributions
- **Stability** with a locally owned community bank that is growing and expanding in the region
- **Paid Leave:** Vacation, Military, Bereavement, and Jury Duty
- **Cost friendly insurance:** dental, 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**

Disclaimer:

The above description relates the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform tasks outside of their regular responsibilities from time to time, as needed.

EQUAL OPPORTUNITY EMPLOYER

E-VERIFY EMPLOYER