



Bank of Montana is looking for an outgoing, lively, stimulating communicator who truly enjoys dealing with and being around people. If you are a highly motivated individual who can thrive in an environment where people are the focus, we would love to meet you!

Bank of Montana is seeking an Operations Administrative Assistant who provides courteous and efficient value-added service to customers and employees in a timely and professional manner while maintaining confidentiality in customer and bank information.

### **Why we are different:**

We strive to be the bank that says YES! We pride ourselves in our creativity and innovativeness. We are dynamic, collaborative, intense professionals who are passionate about finance and creative solutions. We think outside the box to provide creative solutions to complex problems. We utilize any and every resource available to us, including government guarantees, city and local grants, new market tax credits, to get our customers the funds they need. We aren't afraid to be a little different. If you think of a traditional community bank when you hear the name Bank of Montana, then you haven't met us yet.

### **Our ideal team member would possess:**

- ✓ A positive attitude and enjoys people
- ✓ Strong ability of working independently
- ✓ Ability to multitask and detail oriented
- ✓ Ability to provide excellent customer service
- ✓ Excellent communication skills with coworkers, supervisors, customers, vendors and stakeholders
- ✓ Clear values and ethics

### **Job Duties Include, but are not limited to:**

- ✓ Front line Teller who processes customer deposits, withdraws, official checks, and any other customer needs
- ✓ New Account Opening
- ✓ Internet Banking/Cash Management/Remote Deposit Support
- ✓ Initiating Wires and ACHs
- ✓ Assist with Monthly Board Reports
- ✓ Maintains a conversational level of knowledge of products and services
- ✓ Process daily mail and night-drop
- ✓ Process morning reports, non-post, NSF, daily transactions, etc.

The ideal candidate would have earned a minimum of associates' degree. Higher consideration will be given to candidates with a bachelor's degree or higher in areas of study including finance, accounting, business management, marketing, mathematics or economics. Experience in a related field may be considered in lieu of relevant education.

We offer a highly competitive compensation package including:

- ✓ Above Missoula market pay
- ✓ Opportunity for exceptional performance bonuses.
- ✓ Opportunity for advancement in pay.
- ✓ Four weeks paid time off.
- ✓ Options for flexibility in work schedule including time to volunteer and ability to take unpaid leave to pursue interests.
- ✓ Exceptionally strong health insurance program including employer paid premium and employer contributions to HSA and HRA.
- ✓ Employer paid long-term disability.

If you think you would be a good fit for our team and have a desire to work with top talent in the industry, please submit your resume and cover letter to [operations@bankofmt.com](mailto:operations@bankofmt.com).