



Electronic Banking Specialist

Hemet, California

HCN Bank is dedicated to providing exceptional banking services with a focus on customer satisfaction and technological innovation. Join our team and contribute to a dynamic and supportive environment where your skills can thrive.

Position: Electronic Banking Specialist

Department: Operations Administration/Electronic Banking

Reports to: VP/Electronic Banking Services Manager

Type: Full-time, Non-Exempt

Pay Range: \$20.00/hr - \$24.00/hr

Posted Date: 06/18/2024

Job Summary: As an Electronic Banking Specialist, you will be a key player in ensuring the smooth operation and support of our Electronic Banking Services. This role involves back office processing, customer support for ATM/Debit Cards, and Online Banking for both consumers and businesses. You will ensure compliance with all federal and state regulations while delivering top-notch service to our customers.

Key Responsibilities:

- Manage and support ATM/Debit Card services.
- Facilitate online banking and bill payment services for both consumers and businesses.
- Conduct account reconciliations and monitor for suspicious activity.
- Provide exceptional customer service for electronic banking inquiries.
- Ensure compliance with banking regulations and risk management procedures.

Qualifications:

- Experience: Minimum 1 year in banking operations preferred.
- Education: High School diploma or equivalent.
- Skills:
 - Exceptional customer service and communication skills.
 - Basic typing, mathematical, and clerical abilities.
 - Strong problem-solving skills.
 - Positive attitude and professional image.
 - Proficiency in Fiserv Premier Navigator preferred.



Why Join HCN Bank? At HCN Bank, we know that in order to support our customers and provide for our shareholders, we first must support and provide for our employees. We encourage a collaborative work environment and empower our employees to take ownership of the Bank's success and growth.

We are committed to the growth and progress of our employees. The Bank has an education assistance program offering tuition assistance, invests in our employees' future through an Employee Stock Ownership Plan, and matches a portion of their 401K contributions. We also pay a portion of employee and dependent healthcare premiums.

At HCN Bank, we believe in a healthy work-life balance and provide generous vacation and sick time to ensure our employees can recharge and take care of themselves and their families. Over half our employees have been with us for over 5 years, with one-third exceeding 10 years of service. We treat our employees to annual events such as summer picnics, holiday parties, and recognition events to show our appreciation for their hard work. Our team members are the driving force behind the Bank's success, and our benefits program is our way of giving back.

Although we think we've built something special, we are always looking for ways to make the Bank an even better place to work. We hope you will consider being a part of our journey.

Apply Now: Submit your resume and cover letter to hrjobs@hcnbank.com.

HCN Bank is an Equal Opportunity Employer.