Treasury Management Analyst - Pewaukee

We are currently looking for a Treasury Management Analyst to join our Treasury Management department. The Treasury Management Analyst will support the Treasury Management Department with its day-to-day functions in a timely manner while following policies and procedures as well as completing documentation accurately. Qualified candidates will have prior banking experience, good communication, analytical, and organizational skills. Knowledge of Treasury Management products (or ability and willingness to learn) is a must. Experience using Fiserv: Cleartouch, Access Manager, Weiland, etc. preferred. AAP, CTP, NCP Certifications are a plus.

**Job Responsibilities**

* Monitor Treasury Management (TM) email inbox and answer incoming calls for internal and external requests
* Complete new product setups for Online banking, ACH, Wires, Positive Pay, Sweeps, and Remote Deposit
* Complete ACH, Wire and RDC Risk assessments at the time of onboarding and annually
* Open new commercial accounts and complete account maintenance as requested
* Initiate outgoing wires for clients by following all policies and procedures to reduce risk to the client and the bank
* Process product maintenance (limit changes, user changes, service deletions, etc.)
* Provide implementation support for customers including onsite training if necessary
* Remote Deposit scanner installation onsite and troubleshoot issues with clients as needed
* Troubleshoot TM service issues (password resets/lockout, ACH, Wires, Positive Pay, RDC)
* Complete Weiland pricing maintenance forms for any TM service additions or deletions
* Review client Weiland statements for accuracy (30-day post account/service implementation, 90 days post, annually for TM review or when exception pricing is up for review)
* Maintain TM customer files, TM services log, ACH/Wire limit increase log, and other reports as needed. Create and maintain reports for TM as needed.
* Work closely with Commercial Banking Officers to assist in relationship management and networking
* Collaborate with internal departments to ensure clients’ needs are met and issues are resolved in a timely manner

**Employee Benefits:**

Westbury Bank offers a comprehensive and high-quality of benefits to support you throughout your career. Our offerings include:n

* Medical, Dental, & Vision Insurance
* Life Insurance
* Short & Long Term Disability Insurance
* Paid Time Off
* Paid Holidays
* 401(k) with competitive company match
* Employee Stock Ownership Plan

**Job Location**

Pewaukee, but must be willing to travel to Westbury Bank branches and customers’ locations

**Position Type**

Full Time

To be considered for this exciting opportunity, click [Here](https://secureforms.c3vault1.com/forms/westburybank/Employment-Application.asp) to complete an online application.

Email resumes to Human Resources: [careers@westburybankwi.com](mailto:careers@westburybankwi.com)

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