



## **The National Bank of Indianapolis**

### **Job Posting:**

### **Treasury Management Systems Administrator – System Reporting**

## **A Stable and Growing Employer**

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with highly competitive compensation and benefits, our staff enjoy a sense of stability not always experienced in the general work environment, as evidenced during the global pandemic and recent Great Recession, when many employers reduced staff and benefits. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

## **Who We Are Looking For**

The National Bank of Indianapolis has assembled a diverse team of talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their coworkers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

## **How to Apply**

To express interest in an open position at the Bank, please email your resume to [Resumes@NBofI.com](mailto:Resumes@NBofI.com) or call 317/261-3271.

**We invite you to learn more about The National Bank of Indianapolis at**  
<http://nbofi.com/careers.php>

**The National Bank of Indianapolis is an Equal Opportunity Employer**  
**(Minority/Female/Disability/Veteran)**





## **JOB POSTING**

### **Position: Treasury Management Systems Administrator – System Reporting**

**Purpose of Position:** The incumbent oversees several Bank core treasury products as assigned, serving as the go-to person for technical knowledge and ensuring the highest quality of service to every customer, both internally and externally. The incumbent also analyzes and interprets quantitative data for the assigned systems and assists with analysis and systems support for all treasury products, working collaboratively to ensure that clients are accessing the appropriate products.

#### **Essential Functions:**

- ◆ Ensure that systems are working properly; effectively communicate with the team regarding system issues and outages
- ◆ Resolve system technical problems and issues, working directly with Bank vendors as appropriate
- ◆ Provide information to the Treasury Management department regarding product releases and updates
- ◆ Collaborate with vendors and staff to ensure effective communications, quality operations, timely implementation of strategic upgrades and new products, and ensure adequate training for staff
- ◆ Collaborate with other Treasury Management system administrators and department leaders on product development, product management reports, and account profitability as needed
- ◆ Collaborate with all areas of Treasury Management to identify and evaluate potential enhancements within treasury products, keeping abreast of the full range of capabilities and details of assigned treasury systems
- ◆ Assist with core maintenance for all treasury products and systems maintenance for all third-party applications
- ◆ Collaborate with colleagues to analyze current client accounts, identifying opportunities to introduce products that meet client needs more effectively
- ◆ Analyze and interpret internal and external data looking for trends, irregularities, and errors to identify needs, opportunities, and risks
- ◆ Provide responsive client service to internal Bank customers, and periodically to external clients; work collaboratively with other Bank departments to ensure consistent service and support for all treasury products

#### ***System Reporting***

- ◆ Manage daily workflow for Enhanced Account Analysis and product billing for non-analyzed accounts
- ◆ Design, develop and deploy reports through Cognos/IBM Query systems
- ◆ Oversee departmental imaging procedures and controls
- ◆ Perform necessary duties related to account analysis, tracking, maintenance, and distribution
- ◆ Provide critical backup to ACH exposure and RDC velocity monitoring and review
- ◆ Collect internal and external data to prepare various departmental reports, including but not limited to sales and productivity reports, department income reports, and Board reports; analyze and interpret reports as appropriate to identify needs, opportunities, and risks

#### **Requirements:**

- ◆ Bachelor's degree in a business discipline or equivalent combination of education and experience
- ◆ *For System Reporting:* 2-3 years database or system administration experience; demonstrated understanding of financial calculations and manipulation of data with intermediate Excel skills; experience using Cognos or another query software to develop and reports strongly preferred
- ◆ Proven ability to manage, analyze and interpret quantitative reports, extracting relevant data on trends, irregularities, errors, risks and opportunities
- ◆ General knowledge and understanding of regulations and laws that apply to banks very helpful
- ◆ Proven, hands-on experience designing and implementing computer solutions, with specific emphasis on reporting and/or analyzing results; Demonstrated experience evaluating, utilizing and troubleshooting operational systems
- ◆ Proven analytical/problem-solving skills; ability to think critically, evaluate needs, prioritize tasks, develop action plan
- ◆ Exceptional customer service and communication skills, including the ability to convey technical information in commonly understood terms
- ◆ Excellent interpersonal skills, exhibiting a high degree of professionalism
- ◆ Self-motivated, with the ability to work with minimal supervision
- ◆ High degree of accuracy and attention to detail
- ◆ High level of computer proficiency; strong working knowledge of Microsoft Office products and similar applications

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