

Job Title: New Account Specialist

Location: Pueblo, CO – Frontier Bank (Community Bank headquartered in Lamar, CO)

Compensation: \$17.00 -\$19.00 per hour, depending on experience

Employment Type: Full-time

About Frontier Bank

Frontier Bank is a locally owned, community-focused financial institution dedicated to supporting the people, businesses, and agricultural producers in our region. With deep roots in southeastern Colorado and surrounding areas, we pride ourselves on building lasting relationships and delivering personalized banking solutions.

Position Overview

We are seeking an experienced and self-motivated New Account Specialist to join our Pueblo branch team.

This position requires exceptional customer service skills, dependability, professionalism and a positive work ethic in a team environment.

Key Responsibilities

Must have basic computer skills and be able to use a 10 key calculator.

Provide a variety of basic banking services such as but not limited to:

- Open new consumer and business accounts, process checking/savings/loan transactions, verifying cash totals and present new or additional products and services to customers.
- Assist customers with account inquiries and financial services. Process standard teller transactions such as cashing checks, accepting deposits, verifying funds, promote bank services, etc.
- Maintain compliance with banking regulations and security policies.
- Perform other related tasks such as completing daily reports, servicing and balancing ATM and Vault, provide clients access to safe deposit boxes, etc.
- Other duties as assigned.

Qualifications and Requirements

Education:

- High School Diploma or Equivalent

Preferred Work Experience includes at least 1 year of experience:

- As a Teller or New Accounts Specialist.
- Of Banking experience.
- Of Customer Service and Cash Handling Experience

Computer Skills

- Proficient with Microsoft Office Suite
- Ability to successfully learn new programs as part of day-to-day operations

Additional Skills/Experience:

- Attention to detail and accuracy
- Professional and courteous communication skills, both written and oral

Schedule

This is a daytime position. No evenings, weekends or holidays.

The position is full-time with 8-hour shifts during the day.

The position is in office. No remote work options.

Compensation & Benefits

- 401(k) Matching
- Health, Dental, and Vision Insurance
- Paid and Sick Time off
- Paid Training
- Professional Development Opportunities
- Supportive, community-focused work environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often required to: sit; stand; use hands in repetitive motions to finger, grasp, handle or feel; and talk or hear. The employee is occasionally required to: walk; and lift or reach with hands and arms.

Must be able to operate routine office equipment including computer terminals and keyboards, telephones, copiers, facsimiles, and calculators. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to type with accuracy at an acceptable pace of speed to manage daily job duties. Must be able to work extended hours or travel off site whenever required or requested by management. Must be capable of regular, reliable and timely attendance. Must have reliable form of transportation.

Specific lifting abilities required by this job include: Exert up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects, including the human body.

Specific vision abilities required by this job include: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation/inspection of machines and/or using measurement devices at distances close to the eyes.

How to Apply

Apply online at www.frontierbankco.com or submit your resume and cover letter to Rebecca Diaz at rdiaz@frontierbankco.com or 4115 Outlook Blvd, Pueblo, CO 81008.

Frontier Bank is an Equal Opportunity Employer.