

## **Business Account Specialist – Job Description Summary**

Delivers high-quality service to internal and external customers. Under the general supervision and in accordance with established lending policies, responsible for providing customer business account services including: opening of new business accounts, maintaining relationships with business account holders, and accepting, processing and funding loan applications. Supports other staff by providing guidance and information regarding business account services.

The complete job description covers the following topics:

- Essential duties and responsibilities
- Performance standards
- Qualification requirements
- Education and experience
- Language skills
- Mathematical skills
- Reasoning ability
- Other skills and abilities
- Physical demands
- Work environment