



ABOUT US

At Golden Valley Bank, we pride ourselves on delivering an experience unlike any other. Take our commitment to customers, staff and community—the foundation of true community banking. It's our passion to help businesses grow, help make dreams a reality and better our local economy. We believe this passion for our community starts with our employees. Encouraging our staff to be involved in the organizations and non-profits who strive to make a difference allows them to connect, engage and better understand community needs. The power of community starts at home with our Golden Valley Bank family.

Learn more on our website at www.goldenvalley.bank

TO APPLY

Submit a cover letter and resume on our website's career page at www.goldenvalley.bank/careers or email them to Terri Morris at tmorris@goldenvalley.bank.

Equal Opportunity Employer

OUR CORE VALUES

- ✓ Absolutely Outstanding Customer Service
- ✓ Development and Retention of Knowledge
- ✓ Empowerment
- ✓ Unparalleled Community Leadership
- ✓ The Highest of Corporate Standards

JOB ANNOUNCEMENT

Assistant Central Operations Manager

Golden Valley Bank is currently seeking an experienced **Assistant Central Operations Manager** well versed in internal operations. Qualified candidate will have at least five (5) years of operations experience with a financial institution. Our model candidate is driven by knowing their everyday delivery of *absolutely outstanding customer service* helps us achieve our goal of being the Best Bank in Town.

The Assistant Central Operations Manager must have prior supervisory experience. Will assist with the development, revisions and review of the Bank's operations procedures and forms for compliance with applicable laws and regulations.

Ideal candidate will have great communication skills, the ability to handle multiple responsibilities and the competence to maintain a high degree of accuracy and timely completion of tasks, including, but, not limited to:

- Parameter changes on DDA and CD accounts
- Certifications
- Awareness that you can make a positive difference in the community with excellence in customer service
- Preparing Reports
- Ability to maintain a high level of safety for the Bank and follow all security procedures

Possess the following qualities:

- Ability to work effectively as part of a team and independently
- Competence to take initiative and prioritize tasks; good time-management, organizational, problem-prevention and problem-solving skills
- Willingness to adapt to changing business needs and deadlines
- Strong sense of responsibility and accountability
- Desire to work closely with colleagues
- A commitment to the vision, mission, and core values of Golden Valley Bank

Additional information regarding this position is available upon request, including, a Job Description.

If you value your community, absolutely outstanding customer service, the opportunity for continuous education and believe you possess the commitment, personality, and skills to become part of the Best Bank in Town, we would like to hear from you.