



JOB OPENING ANNOUNCEMENT

POSITION TITLE: Personal Financial Associate (Gillette Wyoming)

ESSENTIAL JOB DUTIES:

The primary purpose of this position is to assist Highmark Federal Credit Union to live out its Mission, **“We provide high quality financial services to help our members achieve their financial goals.”**

This is done by providing outstanding service to both internal and external members. A key component of this service is to identify the needs of each member you assist and suggest the credit union products and services that will improve their financial life.

Assists members and potential members with their financial needs, opens and closes membership accounts, savings and checking accounts, processes account transactions, resolves problems, and provides assistance and information regarding products and services in-person or by telephone, mail, email or other electronic means.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION/CERTIFICATION: High school diploma or GED certificate. Associate’s degree in business or finance is preferred.

REQUIRED KNOWLEDGE: Knowledge of standard business practices, including strong written and communication skills. Thorough knowledge of Credit Union services and products. Understanding of related legal and regulatory requirements.

EXPERIENCE REQUIRED: Six months of experience performing essential functions as they relate to the financial services industry.

WHERE TO APPLY: Download Job Application on Website. Send completed application to hadmin@highmarkfcu.com

Highmark Federal Credit Union recruits and hires employees without regard to sex, race, religion, color, national origin, ancestry, creed, gender, pregnancy, age, military status, disability, genetic information or on any other basis that would be in violation of any applicable federal, state, or local law. We treat employees equally with respect to compensation and opportunities for training, promotion, termination, compensation, and benefits.