

First Bank of Highland Park

Date	9-9-2019	Requisition Number	2019 - 29
Position	Systems & Applications Support Administrator		
Department	Operations		
Reports To	Vice President/Systems & Applications Support		
Basic Function	Assist the Systems & Applications Support area in managing the multiple Consumer Retail systems and applications.		
Essential Duties	<ol style="list-style-type: none"> 1. Provide support and systems configuration of multiple Consumer applications accessed by the employees. These systems include, but are not limited to: <ul style="list-style-type: none"> • Core (Fiserv Premier) • Teller • Personal Banking • Retail Online and Mobile Banking • Card Services • ATM 2. Interface with various vendors, IT Department, and employees to maintain, support and troubleshoot the Consumer applications, equipment and other ancillary systems. 3. Provide support in configuring changes to the multiple Consumer systems at the request of Retail Management to support new or changed products, offers, and branches. 4. Review and monitor daily, weekly, and monthly Consumer system reports. 5. Work within our custom forms design application to create and maintain custom Consumer forms. <p>NONESSENTIAL DUTIES</p> <ul style="list-style-type: none"> • Periodic department projects • Other duties as assigned 		
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Strong verbal and written communication skills • Strong organizational skills • Strong knowledge of bank regulations • Must have knowledge of banking system • Must have experience supporting and troubleshooting banking platforms • Must be a logical and analytical thinker • Ability to identify, research and resolve problems • Ability to work autonomously 		
Training & Experience	<ul style="list-style-type: none"> • High school diploma or GED • Microsoft proficiency • 5 - 7 years previous banking experience • Fiserv experience preferred • Applications support experience preferred • Bachelor's degree desirable 		

Website Job Posting

To Apply: Send email with attached resume to careers@firstbankhp.com. Please reference Job Code 2019 – 29.