



# First National Bank ALASKA

MEMBER FDIC

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Jobline Number - (907) 777-3470

June 23, 2011

First National Bank Alaska is an equal opportunity employer that encourages a diverse workforce. The bank complies with the Americans with Disabilities Act and will make reasonable efforts to accommodate applicants and employees with a disability who make specific requests for accommodations. First National Bank accepts applications only for those positions currently listed, and only recognizes applicants as those who have completed an FNBA application form. Resumés are **not** accepted as applications. Applications may be downloaded from our website FNBAAlaskajobs.com and submitted to any branch location, or to the Human Resources Department at 1751 Gambell Street, Anchorage, Alaska 99501, during the hours of 8 am - 5 pm, Monday through Thursday and 9 am - 5 pm on Friday. All salaries are dependant upon relevant experience and education (DOE). Minimum salaries are posted for some positions; to be eligible for the minimum salary, applicants must meet minimum qualifications listed in the posting.

## Anchorage Teller Positions

### Teller I

Minimum Salary: \$12.56/hr - DOE

Processes routine customer transactions adhering to established cash limits and ensuring compliance with established bank procedures and regulatory requirements. Six months cash handling or customer service experience; or equivalent combination of ed/training and exp required.

Muldoon Branch

Hrs: M-F Various, every Sat 9:30-4:30 (3PT)

Dimond Branch

Hrs: M-F Various, rotating Sat w/ day off during the week (1PT)

Commercial Teller

Hrs: M-F 9-6 (1FT)

Job Number: 6805 kh

## Anchorage Clerical Positions

### Customer Service Representative

### Parkway Branch New Accounts Unit

Eighteen months banking experience including six months Teller experience, or two years customer service experience; or equivalent combination of education/training and experience required. Ability to keyboard 35 wpm, operate a 10-key calculator and general office machines required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$14.02/hr - DOE

Hrs: M-F 9:15-6:15, occ Sat 9:30-4:30 (1FT)

Job Number: 6811 am

### Administrative Clerk II

### Human Resources Payroll Unit

Eighteen months office or related experience; or equivalent combination of education/training and experience required. Ability to keyboard 45 wpm, operate a 10-key calculator; word processing and spreadsheet experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$14.02/hr - DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6803 rp

### Administrative Clerk I

### Automated Clearing House Unit

Provides routine clerical and administrative support within the operating unit, section or department. Provides intermediate-level clerical and administrative support within the operating unit, section or department. Six months clerical or banking experience, or equivalent combination of education/training and experience required. Ability to keyboard 45 wpm, operate a 10-key calculator; word processing and spreadsheet experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$13.05/hr - \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6802 am

**Return and Exception Items Clerk****Account Services Unit**

Processes and reconciles exception items and large transactions by reviewing system reports; researches and corrects duplicate items and verifies negotiability of large transactions. Two years banking or accounting related experience required; or equivalent combination of education/training and experience required. Ability to keyboard 35 wpm and operate 10-key calculator required.

Minimum Salary: \$13.05/hr - \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6766 am

**Collector I****Special Credits**

Attempts to locate and notify customers with delinquent loans to obtain payment(s). Associates degree in a business related field or two years of office related experience; or equivalent combination of education/training and experience required. Ability to keyboard 35 wpm and operate a 10-key calculator by sight required.

Minimum Salary: \$14.02/hr - \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6705 kh

<b>Anchorage Professional Positions</b>
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**Property Manager****Property Department**

Manages the bank's premises and equipment through coordination, design, modification, maintenance, administration, leasing acquisition and disposition of bank owned property. Bachelor's degree in business, accounting, or finance, and four years related experience in warehouse, facilities operations, and/or acquisition or purchasing including three years property related management experience; or eight years related experience in warehouse, facilities operations, acquisition or purchasing including three years property related management experience; or equivalent combination of education/training and experience required; 3 years supervisory experience required; knowledge of lease and contract terms required; familiarity with mechanical engineering concepts and terminology, and knowledge of computerized inventory systems and records storage preferred. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6810 am

**Management Associate****Branch Lending Administration**

Builds administrative, supervisory, technical, and business development skills in administrative, operations, and lending areas of the bank. Bachelor's degree in business administration, finance, marketing or a related field, or four years related financial industry experience; or equivalent combination of education/training and experience required. Word processing and spreadsheet experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record. Ability to relocate to other location in Alaska. Some overtime and weekend work required. Ability to handle highly confidential information, deadlines, and time constraints required.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6808 kh

**Central Loan Processor IV–Lending Associate Central Loan Processing Section**

Provides technical and administrative support to at least one loan officer in a division or large branch; liaisons with customer; and processes and closes complex and commercial loans with limited supervision. Bachelor's degree in business, accounting, finance, or related field; or four years banking, real estate, commercial lending, or related experience; or equivalent combination of education/training and experience required. Two years commercial loan processing or lending related experience required. Ability to keyboard 35 wpm and operate a 10-key calculator by sight required. Familiarity with tax returns and financial reports, word processing and spreadsheet software experience required. Must be a self-starter requiring only general supervision. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6798 kh

**Centralized Customer Service Supervisor Centralized Customer Support Unit**

Directs the primary function of the Centralized Customer Service Unit. Six years branch operations experience, including two years experience in a lead or supervisory capacity required. Knowledge of First National Bank Alaska's current operations and products required. Sales skills and familiarity with loan documents and lending procedures preferred. Word processing and spreadsheet software experience required.

Minimum Salary: \$DOE

Hrs: M-F 9AM-6PM

\$DOE (6787 am)

## **Business Development Manager**

## **Business Development Unit**

The person in this position leads the implementation of the bank's business development/sales strategies to ensure successful and continuous performance of effective sales and relationship management activities; partners with sales team leaders across the bank to develop and deliver effective training and mentoring related to sales and relationship management. Bachelor's degree in marketing, advertising, business, or related field, and three years sales, business development, marketing, or related experience including one year supervisory experience required; or seven years progressively responsible sales, business development, marketing or related experience including one year supervisory experience required; or an equivalent combination of education/training and experience. Marketing and sales/business development experience in financial industry preferred; ability to analyze commercial financial statements and legal documents required. Ability to keyboard 45 wpm, word processing, spreadsheet, and database experience required. Incumbent is required to demonstrate substantial skill in active listening, persuasive speaking, critical thinking, monitoring and evaluation of information, customer service orientation and time management. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6784 rp

## **Central Loan Processing Supervisor**

## **Central Loan Processing Unit 2**

Directs the activities of unit processing personnel ensuring loan file compliance with bank policies and governing regulations, and provides appropriate processing and closing support to assigned Loan Officers. Bachelor's degree in a business related field and two years commercial loan processing or lending related experience, or five years related experience including two years commercial loan processing or lending related experience; or equivalent combination of education/training and experience required. One year in a lead or supervisory capacity required. Familiarity with tax returns and financial reports necessary. Word processing and spreadsheet experience required. Mortgage lending, escrow, title insurance, or loan servicing experience preferred. Must possess and maintain a valid Alaska state driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6791 rp

## **Personal Banker**

## **Parkway Branch Deposit Section**

Develops new business, builds strong customer relationships, and increases sales. Bachelor's degree in a business related field, or four years in a front line customer contact position; or equivalent combination of education/training and experience required. Sales experience required. Ability to keyboard 35 wpm and operate a 10-key calculator required. Word processing and spreadsheet experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8:30AM-5:30PM, some Saturdays (1FT)

Job Number: 6785 am

## **Administrative Assistant**

## **Investor Loan Production Department**

Provides advanced clerical and administrative support within a large operating section, department or division of a major function within the bank, directly assisting at least one senior-level officer. Associate's degree in a business related field and two years related administrative experience, or three years advanced-level clerical, administrative, or related banking experience; or equivalent combination of education/training and experience required. Ability to keyboard 45 wpm and operate a 10-key calculator; word-processing, scheduling, spreadsheet, presentation software, and database experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6780 kh

## **Administrative Assistant**

## **Legal Section**

Provides advanced clerical and administrative support within a large operating section, department or division of a major function within the bank, directly assisting at least one senior-level officer. Associate's degree in a business related field and two years related administrative experience, or three years advanced-level clerical, administrative, or related banking experience; or equivalent combination of education/training and experience required. Ability to keyboard 45 wpm and operate a 10-key calculator; word-processing, scheduling, spreadsheet, presentation software, and database experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6778 kh

**Senior Analyst****Software Solutions Section**

Develops, installs, and maintains the bank's information systems, including software developed in-house and purchased from vendors. Bachelor's degree in a computer science related program and four years related experience; or eight years related experience; or equivalent combination of education/training and experience required. Designs, writes, codes, tests, debugs, and/or maintains one or more complex information system solutions. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6765 am

**Technical Writer****Software Solutions Section**

Develops, writes, monitors, and updates network, program, and procedure documentation in accordance with established procedures. Bachelor's degree in a computer science or business related field or four years related experience or training; or equivalent combination of education/training and experience required. Word processing, spreadsheet, and database experience required. Computer programming in Access, Visual Basic or Visual C and technical/manual writing experience preferred. Database management experience preferred.

Minimum Salary: \$DOE

Hrs: 8AM-5PM (1FT)

Job Number: 6760 am

**Product Support Technician****Transaction Based Support Unit**

This position acts as liaison between the bank users and bank software development staff, as well as external vendors to support the bank's software solutions, and serves as a technical subject matter expert. Bachelor's degree in business or related field or four years banking experience required; or equivalent combination of education/training and experience required. Ability to keyboard 45 wpm and operate a 10-key calculator by sight required; word processing and spreadsheet software experience required, NOTE: Applicants who have an additional 2 years of experience may be considered for a higher level Product Support Specialist position.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6727 am

**Product Support Technician****Application Reporting Support Unit**

This position acts as liaison between the bank users and bank software development staff, as well as external vendors to support the bank's software solutions, and serves as a technical subject matter expert. Bachelor's degree in business or related field or four years banking experience required; or equivalent combination of education/training and experience required. Ability to keyboard 45 wpm and operate a 10-key calculator by sight required; word processing and spreadsheet software experience required, NOTE: Applicants who have an additional 2 years of experience may be considered for a higher level Product Support Specialist position.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6728 am

**Human Resources Director****Human Resources Department**

Directs the development, implementation and coordination of policies and programs covering employment, placement, training, employee relations, compensation, benefits and employee services. Bachelor's degree in business, personnel management or related field and eight years progressively responsible experience in an HR function; or 12 years progressively responsible experience in an HR function; or equivalent combination of education and experience. Working knowledge of current salary administration, benefits, payroll, recruiting, training and employee relations regulations and practices required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6722 rp

**Personal Banker****South Center Branch Deposit Section**

Develops new business, builds strong customer relationships, and increases sales. Bachelor's degree in a business related field, or four years in a front line customer contact position; or equivalent combination of education/training and experience required. Sales experience required. Ability to keyboard 35 wpm and operate a 10-key calculator required. Word processing and spreadsheet experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM or 9AM-6PM, occ Sat (1FT)

Job Number: 6665 am

**Personal Banker****Northern Lights Branch Deposit Section**

Develops new business, builds strong customer relationships, and increases sales. Bachelor's degree in a business related field, or four years in a front line customer contact position; or equivalent combination of education/training and experience required. Sales experience required. Ability to keyboard 35 wpm and operate a 10-key calculator required. Word processing and spreadsheet experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8:30AM-5:30PM, occ Sat (1FT)

Job Number: 6659 am

## Positions Outside Anchorage

### **Teller I**

Minimum Salary: \$12.56/hr - DOE

Processes routine customer transactions adhering to established cash limits and ensuring compliance with established bank procedures and regulatory requirements. Six months cash handling or customer service experience, or equivalent combination of ed/training and exp required.

Juneau Branch

Hrs: M, W, F 8:15-3:15, possible Sat 9:15-3:15 (1PT)

Job Number: 6793 am

Palmer Branch

Hrs: M-F various, rotating day off, Sat 9:45-3:15 (1PT)

Job Number: 6796 am

### **Customer Service Representative**

### **Kuskokwim Branch New Accounts Unit**

Opens all types of new accounts, cross sells basic banking products and services, and responds to customer requests, ensuring compliance with established bank procedures and regulatory requirements. Eighteen months banking experience including six months Teller experience, or two years customer service experience; or equivalent combination of education/training and experience required. Ability to keyboard 35 wpm, operate a 10-key calculator and general office machines required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$14.02/hr – DOE

Hrs: M-F 8:30-5:30 (1FT)

Job Number: 6792 am

### **Origination & Processing Manager**

### **Mat Su & Eagle River O & P Section**

Manages a portion of the originating and processing functions of the Investor Loan Production Department. Bachelor's degree in business, accounting, finance, or a related field and three years investor loan originating and processing experience including one year supervisory experience or seven years experience in mortgage loan shipping, closing, underwriting, commercial lending, or real estate sales or an equivalent combination of education/training and experience including one year supervisory experience required. Familiarity with FHA/VA, AHFC, FNMA, and other investor lending programs required. Word processing and spreadsheet experience required. Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

Minimum Salary: \$DOE

Hrs: M-F 8AM-5PM (1FT)

Job Number: 6782 rp