



# YOSEMITE FARM CREDIT, ACA

## POSITION OPENING

- POSITION:** Operations Support Specialist
- LOCATION:** Modesto, CA
- GENERAL DATA:** Yosemite Farm Credit's vision is Helping Our Members Prosper. The Association has a collaborative work environment with shared team values.
- The Association currently provides lending services to approximately 5,000 customers with loan volume approximately \$2.5 billion. Major commodities financed include dairy and almonds, in addition to irrigated field crops, cattle, wine grapes and walnuts.
- GRADE:** Depending on experience
- RESPONSIBILITY:** Greet and assist customers; answer telephones; perform daily banking functions including disbursements; process incoming and outgoing mail; maintain insurance documentation; review and manage various reports; maintain inventory of supplies; provide support to the credit staff as needed; other duties as assigned.
- EXPERIENCE:** Associate Degree in Business, Accounting or equivalent. Three to five years in banking, bookkeeping, or related work experience. Knowledge of agriculture desirable.
- Proficient in use of personal computer including Microsoft Word, Excel, Outlook and Adobe.
- Exceptional interpersonal, written and verbal communication skills. Must generate highly accurate work, meet deadlines, and effectively manage changing priorities.
- Ability to lift up to 30 pounds on a periodic basis.
- FINAL FILING DATE:** Applications will be accepted through April 12, 2017

To be considered for this position, send personal resume and references to Human Resources, Yosemite Farm Credit, ACA, P. O. Box 3278, Turlock, CA 95381 or email [careers@YFC.AG](mailto:careers@YFC.AG). Please mark all correspondence "**CONFIDENTIAL.**" If you have any questions or need additional information about the position, please call Rosie Alvares at (209) 527-1900 or e-mail at [RAA@YFC.AG](mailto:RAA@YFC.AG)

**Issue Date:** March 29, 2017

**EEO/AA/M/F/V/D EMPLOYER**