



FPS GOLD - Loan System Specialist

Do you have a sound understanding of banking principles and practices? Do you possess excellent verbal and written communication skills and can capably operate a computer? Would you like to apply your knowledge while working with banking industry professionals? If so, please read on and consider this outstanding employment opportunity at FPS GOLD!

FPS GOLD is currently seeking applicants for a Loan System Specialist to work in our Provo, UT office. The position is intermediate/advanced level, full time, and salaried with benefits.

About the Company: DHI Computing Service, Inc. (parent company of FPS GOLD) was founded in Logan, Utah in 1954 and is the oldest data processing service center in the intermountain west. In 1955 the company relocated to Provo, Utah, where processing has continued 24 hours a day, six days a week.

FPS GOLD (started in 1964) is the banking software and services division of DHI, providing core processing for community banks throughout the United States of America (USA). A core processor provides a financial institution with everything needed to run their business:

- Accounting, deposit, loan, internet/mobile banking, and teller software.
- Automated Clearing House, check, and electronic card transaction capabilities.
- Data processing, nightly reporting, and information for regulatory reporting.

About the Position: Loan System Specialists assist our customers (bank employees) with all their needs for setting up and servicing loan accounts, teller system transactions, back office responsibilities, and other areas of the FPS GOLD system. Loan System Specialists work closely with bank personnel and fellow FPS GOLD employees to coordinate bank projects, implement new software, and provide training on software usage. Occasional travel may be necessary for customer training. Lastly, Loan System Specialists assist in the design and testing of software enhancements and changes.

Requirements for the Position:

- Possesses excellent verbal, written and personal computer skills (Windows, spreadsheet, and word processing).
- 1-2 years' experience in loan servicing with a basic knowledge of loan regulations.
- Is willing and able to travel by road and air within the USA approximately 14 days a year.
- Is willing to work more than 40 hours per week to complete assignments and travel when necessary (office hours are generally Monday through Friday, 8 AM to 5 PM).
- Is willing to provide at least a three-year work commitment to the organization.
- Is strictly honest, ethical and professional in their business conduct.
- Is eager to be helpful.
- Knows how to anticipate, prepare, and deliver outstanding service.
- Is able to prioritize tasks and manage multiple projects simultaneously.
- Is able to learn software applications rapidly.

- Has a strong desire to assist learners in acquiring useful knowledge.
- Is a keen listener and capable communicator.
- Can train individuals/groups in person and over the phone.
- Can mentally concentrate for extended periods and think through problems with little to no supervision.
- Is willing to say “I do not know” but will follow through until a solution is achieved.
- Is good natured and able to work alongside many types of people.
- Has not been convicted of a felony or other serious crime.
- Is qualified to work in the USA.

Company Benefits: DHI Computing Service, Inc. offers the following benefits to employees:

- Health, dental, and vision insurance plans
- Company contributions to a Health Savings Account
- Company matching contributions to a 401(k) plan
- Year-end profit sharing contribution to a 401(k) plan
- Seven paid holidays per year
- Vacation and sick time accrual
- Two hours of paid exercise time per week
- Racquetball, exercise room, massages, and access to a personal trainer

Those individuals interested and qualified for the position should prepare the following documents:

- Cover Letter
- Resume
- Salary Requirements
- Summary of Work History Including Pay Information

Then, submit these via e-mail to:

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