



About the job

Job Title: Consultant
Department: Consulting Services Group - Production
Reports to: Senior Vice President – Consulting Services Group
FLSA Status: Exempt

Basic Function

Consultant is responsible for assisting with Market View Engagements for financial institution clients. Consultant is responsible for assisting the project team in identifying, implementing, and monitoring opportunities to increase revenue for client banks and credit unions through a proven process including on-site and off-site data gathering, analysis, quantification, approval, implementation, and monitoring methodologies.

Essential Duties and Responsibilities

- Work closely and communicate effectively with Senior Consultants and Project Managers to support all facets of Market View Engagements.
- Prepare and create the general framework for all Market View Presentation of Findings using standardized practice and methodology.
- Provide supplemental market research to help support and build viable business cases around proposed recommendations provided to clients.
- Carefully review and edit Market View related deliverables to secure accurate, error-free services.
- Assemble all Market View Presentation of Findings to ensure on-time delivery to clients.
- Travel to client sites, when necessary, to support associates through on-site diagnostic phase by taking detailed notes and managing forms involved in Ceto and Associates' data gathering process.
- Travel up to 50%

Required Skills

1 to 3 years of banking experience, preferably in the areas of Finance, Accounting, Deposit / Loan Operations or Branch Management. Applicants with primarily lending, wealth or investment experience will not be considered.

Experience working with Excel and Word to analyze data and prepare reports.

- The ability to collect data, provide meaningful analysis and document results in proper reporting formats.
- Strong verbal and written communication skills.

Required Skills Continued

- Demonstrated willingness to do whatever it takes to get the job done professionally, with an emphasis on attention to detail.
- Excellent listening and collaborative skills when interacting with clients and co-workers.
- Analytical and meticulous in compiling information and reporting.
- Adaptable to changes. A self-starter and team player.

Respectful to clients, enthusiastic and positive attitude and efficient with time and efforts.

Education

Bachelor's Degree required with emphasis in Accounting, Finance or Banking.
Banking experience preferred.

Lifting/Environmental Requirements

Ability to sit at a computer for 8 hours or more

Ability to lift 25 lbs or more

Ability to work at main office, home, on the road, or in a satellite location, as directed by management.

Benefits

Medical insurance

Dental insurance

Vision insurance

401(k)

Disability insurance