

Order Number:

NY1482113

Date Job Order Received:

11/30/2023

Number of Openings:

1

Company Name:

Community Bank

Job Title:

Branch Manager

Minimum Experience Required:

5 years

Job Description:

Community Bank in Lyons Falls is looking for a full time Branch Manager. A Branch Manager is responsible for meeting the financial service needs of customers while supervising assigned branch staff and adhering to required staffing levels. It is the Branch Managers responsibility to ensure the Branch is in compliance with operating policy and procedures. Ensure assigned branch is properly staffed and staff is trained to meet customer sales and service needs as well as branch objectives Lead in the selection of new personnel Review employee performance throughout the probationary period and on a regularly scheduled basis thereafter Manage and maximize performance levels of staff members through schedules, distribution of assignments and regular feedback Work with management to establish growth, sales and profit objectives Implement strategies to achieve goals assigned to the branch as established in the regions annual operating plan; assist in the development of the annual budget for the branch and adhere to budget parameters Consult with sales staff to establish specific sales and customer service goals; and provide results reports to staff Conduct regularly scheduled sales and customer service meetings (at least monthly) Serve as an active member of the customer service team and be held accountable for branch sales and lending performance Conduct outside sales and customer service calls on present and prospective customers within the branch office market area Conduct regularly scheduled sales and customer service meetings (at least monthly) with focus on having informed staff Establish and confirm all branch operations are performed in accordance with established bank policy and procedures, either directly or through appropriate supervision (i.e. cash balancing, dual control, etc.) Coordinate proper security, facility, and risk measures to minimize loss, and to ensure presentation of the branch. Monitor and review loans for appropriate risk rating to minimize risk rating changes by the banks loan review processes Demonstrate cooperative efforts in working with other departments and within own branch while encouraging similar behavior from staff Actively participate in the community as a reflection of the banks goal for strong community involvement Handle advertising and contribution requests Integrate activities through communication with District Manager, Branch Administration, other manager, etc. Other related duties as assigned or directed Maintain proficient knowledge of, and demonstrate ongoing compliance with all laws and regulations applicable to this position, ensure ongoing adherence to pertinent policies, procedures, and internal controls, and meet all job specific training requirements in a timely fashion Qualifications Education/Training: Associates Degree

in Finance or Business or equivalent training preferred Specialized banking education, experience or training Valid Driver License Skills: Proficient reading, writing, grammar and mathematics skills Excellent interpersonal relation and communication skills Evidence of positive and effective leadership qualities Thorough knowledge of the features and benefits of bank products and services Consumer lending knowledge and authority Working knowledge of Bank operating policies and procedures Must be able to consistently demonstrate the Companys core values: a strong work ethic, integrity, respect for others, responsibility, transparency and humility Experience: Minimum five (5) years of related experience is normally required with at least one (1) year in a related lending position. Minimum one (1) year of supervisory experience required.

Job Location:

Lyons Falls, New York

Pay:

Starting pay not specified.

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Not specified.

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

Class D (Operator)

How to Apply:

To apply, contact the employer by telephone:

Phone: (315) 348-8431

Web-site: <https://careers-communitybankna.icims.com/jobs/4804/branch-manager/job?mode=view&mobile=false&width=873&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240>