

Job Title

Branch Manager - Tallahassee, FL

Short Description

Do you want to be part of a dynamic institution that is one of the fastest growing credit unions in the country? Become a part of the First Florida Credit Union team where our employees create a culture that enables our organization to be among one of the 100 Best Companies to Work For in Florida as designated by Florida Trend magazine for 2013, 2014, 2015, 2017, 2018, 2019, 2020, 2021, 2022 and 2023. In 2016 we won the Best Places to Work in Jacksonville award from the Jacksonville Journal. Our employees are the critical element in fulfilling the First Florida Credit Union mission of being a thriving credit union creating value for members by deepening relationships with current members and engaging with potential members.

Full Description

Role: Directs the operations of a Credit Union Branch facility, ensuring the branch meets organizational, financial, operational, service, and growth plans.

Direct, develop, motivate, and hold accountable branch personnel; administer performance evaluations and recommends appropriate personnel actions.

Initiate, foster, and represent the branch in its relationship with members, sponsor organization(s), suppliers, other financial institutions, and similar groups.

Manage and order vault cash and monetary instruments as required, conduct maintenance/balances ATM, cash dispenser and night depository. Maintain department logs, complete weekly, monthly and quarterly reports and conduct audits as required.

Monitor branch operating results relative to established objectives and insure that appropriate steps are taken to correct unsatisfactory conditions.

Maintain communications with the main office; prepare and submit standard reports; attend scheduled managers meetings.

Process consumer loans and forward to the Centralized Lending Department.
Upon approval complete all necessary documents and close loan.

Monitor all branch activities to insure they are in compliance with established Credit union policies and procedures.

Responsible for ensuring the Branch facility maintains a professional appearance both inside and outside. Improvements in the facility should be handled in a timely

manner with prior approval from Supervisor. General maintenance and upkeep should be on-going.

Education	(1) A bachelor's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree (e.g. information technology certifications in lieu of a degree).
Additional Comments	Experience & Skills Required: One year to three years of similar or related experience. Proficient in Microsoft Word, Excel, and Power Point. Must possess excellent communication and organizational skills
Credit Union	First Florida Credit Union
State	Florida
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Expiration Date	08/31/2024