

<b>Job Title</b>	Branch Manager
<b>Short Description</b>	The branch manager will be responsible for supervising and managing a bank branch. They will oversee financial reporting, hire and train staff, and grow branch revenue. Duties include managing and supervising employees, assisting customers, and providing excellent customer service.
<b>Full Description</b>	<p>Branch Manager Duties and Responsibilities:</p> <ul style="list-style-type: none"> <li>Manages and supervises department employees; responsible for day-to-day supervision and leadership</li> <li>Maintains and oversees all banking procedures and processes</li> <li>Recruiting, vetting, interviewing, and hiring new employees</li> <li>Overseeing approvals of loans, lines of credit, and other fiscal plans</li> <li>Assisting with customer service and satisfaction</li> <li>Marketing branch within the community to attract business</li> <li>Records and researches all financial information for analysis</li> <li>Oversees budget reports, preparation of budgets, and analysis of budgets</li> <li>Documents and interprets complicated financial information for bank clients</li> <li>Advises on procedures and financial management as well as developing policies</li> <li>Oversees financial reports for taxes, regulatory agencies, and other financial groups relating to branch finance</li> <li>Forecasts and plans according to fiscal needs</li> <li>Growing bank's number of accounts</li> </ul>
<b>Education</b>	<p>Branch Manager Requirements and Qualifications: 5 years financial experience, including teller, member service and lending 2 years financial management experience Able to multitask, prioritize, and manage time efficiently</p> <ul style="list-style-type: none"> <li>Encouraging to team and staff; able to mentor and lead</li> <li>Eager to expand branch with new accounts, clients, and businesses</li> <li>Experienced at compiling and following strict budgets</li> <li>Creative problem solver who thrives when presented with a challenge</li> <li>Able to analyze financial records and transfer data</li> <li>Assists team members when needed to accomplish branch goals</li> <li>Strong aptitude for numbers, spreadsheets, and financial reports</li> <li>Able to analyze problems and strategize for better solutions</li> <li>In-depth understanding of branch bank and its position in the industry</li> <li>Focused on customer service</li> <li>Accurate and precise attention to detail</li> <li>Bachelor's degree in finance, business with an emphasis in finance, or a related field; Master's degree in a finance-related field preferred</li> <li>Significant previous experience in the banking industry</li> <li>Excellent computer skills; experience in financial software, Microsoft Office Suite</li> <li>Exceptional knowledge of banking, finance, accounting, budgeting, cost accounting, and cost control principles</li> <li>Ability to manage employees, while multitasking</li> </ul>

large projects Pays strict attention to detail Excellent written and verbal communication skills Advanced knowledge of banking and finance best practices, laws, standards, and state/national regulations

**Additional Comments**

Benefits Include:

Health Insurance  
Dental Insurance  
Vision Insurance  
Teledoc Services Available  
Health Savings Accounts and Flexible Spending Accounts  
Company Paid Life Insurance  
Company Paid Disability Insurance  
401(k) Program with Company Match  
Paid Time Off  
Paid Holidays  
Employee Assistance Program  
Employee Perks and Discounts  
Advancement Opportunities  
Tuition Reimbursement

**Credit Union**

Hello Credit Union

**State**

Florida

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**Expiration Date**

03/15/2025