

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

Bachelor's degree in finance, business with an emphasis in finance, or a related field; Master's degree in a finance-related field preferred
Significant previous experience in the banking industry
Excellent computer skills; experience in financial software, Microsoft Office Suite
Exceptional knowledge of banking, finance, accounting, budgeting, cost accounting, and cost control principles
Ability to manage employees, while multitasking 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

Education

Bachelor's degree in Finance, Business Administration, or a related field preferred. Equivalent work experience will be considered.

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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Fax**Expiration Date**

12/31/2024