



Job Title:	Branch Manager	Department/Group:	
Location:		Supervisor:	
Position Type:	Full-time	Contact:	
Will Train Applicant(s):			

Job Description

ROLE AND RESPONSIBILITIES

The branch manager is responsible for supervisory duties of the branch. In addition, the branch manager is expected to assist customers with a variety of banking needs.

- **Supervisory Responsibilities**

The branch manager is responsible for creating a welcoming environment for our customers through good branch communication, mentorship of staff, and training to their employees. The branch manager must possess a thorough knowledge of supervisory responsibilities, oversight and training of the branch head teller, vault cash handling, overall communication, scheduling, branch budgeting, and oversight of maintenance of the branch.

- **Front Line Responsibilities**

The manager shall know, understand, and be held accountable for comprehensive product knowledge of all deposit and loan products and services. In addition, the branch manager will be responsible for generating new loan referrals and interviewing and assisting loan applicants through the loan process, while following fair lending practices to support our mission. The branch manager is responsible for training branch staff and can assist deposit team members on the opening, servicing, and closing of all deposit accounts including share loans. The branch manager will provide guidance to team members on defining customer needs and cross-selling our bank products and services.

- **BSA**

The manager shall know, understand, and be held accountable for aspects of BSA Policy related to CDD, CIP, CTR completion, OFAC verification, and Suspicious Activity Reporting

- **Information Security Responsibilities**

Employees shall know, understand, and be held accountable for fulfilling their security responsibilities as defined in the Information Security Policy as well as other First Shore Federal policies. Information security is the responsibility of everyone at First Shore Federal. Employees are responsible for informing the IT Department of any incident, suspected or material, and of any issues hindering their work function. Employees are responsible for exercising good judgment regarding the reasonableness of personal use of First Shore Federal owned network devices. Employees have an obligation to use their internet access in a responsible and informed way. Employees are responsible for the security of their credentials for any and all applications used by First Shore Federal. Employees are responsible for participating in any and all education and training programs initiated by First Shore Federal.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School diploma or GED required
- College or supervisory experience preferred
- Prior branch banking experience required

PREFERRED SKILLS

- Prior customer service experience required
- Sales experience required
- Computer skills and knowledge required

ADDITIONAL NOTES

Pay range: \$50,000 - \$75,000 annually

Benefits: health, vision, and dental insurance, paid time off, 401k & matching, life insurance, flexible spending account, health savings account. Occasional overtime possible.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	