

## **Branch Manager (\$10 - \$25 million)**

### **SUMMARY:**

Manages, directs, and administers the operations and business development efforts of a organization branch office that offers a full range of services to current and potential customers.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Works directly with customers and representatives of associated industries (i.e., select employee group) to evaluate and promote improved and expanded services in area.
- Reviews production costs and processes related to depositing, lending, transaction accounts as well as product quality, and modifies production and service delivery control to maintain and enhance profitable operation of branch.
- Directs preparation of appropriate branch accounting records. Recommends budgets to management relative to the physical, human resource, and other costs of the branch operation.
- Ensures that the Branch image is favorable, reflecting a sound and secure financial institution that employs prudent housekeeping procedures, safety measures, and provides a pleasant atmosphere for customers, including privacy, confidentiality, and ease of use.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)