

Finance Job Function

Banking Mgt I

Grade: 55

Job Code: F0555M

Job Family: Banking

Job Family Matrix: [Banking \(Finance\) Matrix](#)

Summary

Administer banking operations at a branch. Serve as the primary point of contact for customers, provide high quality service and promote sales of products and services.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Administer branch operations including customer service, branch balancing, physical appearance and security
- Develop memberships and new business in deposits, consumer loans and residential mortgages; promote products and services to customers and retain accounts
- Measure and evaluate branch performance and recommend operational improvements, changes in facilities, staffing, etc. to meet customer needs and improve productivity
- May provide training to clients and staff
- Ensure financial compliance with University policies and procedures and applicable legal rules and banking regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 1 year relevant work experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic financial administration principles
- Demonstrated experience with financial systems and data query tools
- Supervisory Experience

Certificates and Licenses

Physical Requirements

- Ability to exert up to 35 pounds of lifting force occasionally

Working Conditions

- Work is performed in an office setting