

Branch Manager: Chamblee/Brookhaven location (EEO/F/M/Veteran/Disabled)

The Branch Manager position is an integral part of our business that interacts with other employees and customers daily.

Essential Functions-Branch Manager focuses on customer relations; problem solving internally; customer complaints; refer clients to correct staff. Handles customers in a polite and calm manner to address the needs, increases customer satisfaction and minimizes negative impact to the company. Transfer funds for clients; Accepts and issues stop payments; open/closes Safe Deposit Boxes (SDB). Opens/closes the branch; Checks ATM area daily. Has knowledge to read & provide reports (credit bureau, OFAC, eFunds, CTR/BSA reports) ; review/decision NSF. Has Product knowledge and ability to cross sell products; Quote deposit rates. Reviews and approves new account packages; Updates/maintains new account exception log. Approves and maintains time cards, attendance controller and vacation request. Conducts Employee Performance Reviews and discipline as needed. Approves teller overrides; review account exceptions; approves invoices; manages office supply requests; approves wires; performs account maintenance. Maintains branch schedules to make sure fully staffed. Performs monthly audits (SDB, surprise security, etc.). Maintains & produces consistent loan portfolio for HELOCs. Monthly Board reporting.

Screenings will include credit and background checks. 41 C.F.R. 60-300.5(a) 12 41 C.F.R. 60-741.5(a)7

Contact becky.litsky@piedmont.bank for application, voluntary Self-Identification and Self-Identification Disability forms.