



## CORNERSTONE BANK

We are currently searching for a **Branch Operation Manager**. Based in our Decatur Financial Service Centers and reporting to our SVP/Retail Banking & Deposit Operations this position will run the day-to-day operations of the Banking Center, including client service, branch operations, and employee coaching and guidance. This person will be the main contact point for both Deposit Operations and the Retail and Deposit Operations Director. Prior banking experience in the Decatur market is essential. Operations and inside sales and service are the two key emphases of this position.

### Specific Responsibilities Include:

- Manage branch staff and ensure that daily staffing and scheduling is in place to cover all aspects of the Banking Center operation.
- Act as a personal banker when necessary and open accounts and serve clients. Resolve client service issues or requests including: wire requests, account transfers, line of credit draws, among others.
- Provide for a pleasant and supportive work environment for employees with continuous feedback and coaching for improvement in service and sales.
- Review daily new account openings, and reports, to become familiar with new clients and that the appropriate account set up and documentation is in place, and that the bank's marketing campaigns are being followed (i.e., On-Boarding).
- Manage the Banking Center initiative in clearing deposit documentation exceptions and ensuring that system corrections are accomplished as quickly as possible on known account set-up errors discovered by Deposit Operations. Contact clients on CRISS alerts, deficit balances, Reg D violations, etc., and provide written response to Deposit Operations. Ensure that the tellers balance each day and the proof work is in place and prepared for courier pick-up.
- Operate a teller drawer when necessary
- Ensure branch audits receive a satisfactory rating.
- Manage branch security including overall security of the vault. Manage key controls and/or night drop controls if necessary. Ensure that dual control procedures are adhered to on a daily basis.

### Skills & Qualifications

- Minimum of 7 years retail banking experience, including an assistant branch manager position.
- Strong working knowledge of branch operations and branch compliance.
- Experience in sales coaching and training.
- Must have managed a team before.
- Must possess excellent verbal and written and interpersonal skills
- Must have good organizational skills preferred
- Ability to use Microsoft Word, Excel and basic computer software
- Must have high level analytical skills, knowledge and application of banking regulations
- Must be detail oriented
- Perform other job functions as needed or required

**To apply, please send your resume to [kviscio@cornerstonebankga.com](mailto:kviscio@cornerstonebankga.com)**



**CORNERSTONE BANK**

## **Standing in your corner!**

Cornerstone Bank was founded in 2001 by some of Atlanta's top business leaders to serve small businesses, professionals, the real estate community and the owners of those businesses. And for the past eleven years, the team at Cornerstone Bank has helped businesses all over Atlanta grow and prosper. We have grown to over \$325 million in assets, one client at a time, with full attention to each one's unique needs and goals.

## **Atlanta's Premier Community Business Bank**

In recent years, Cornerstone Bank has been one of the fastest-growing community banks in metro Atlanta. The bank primarily focuses on SBA loans, small business banking, commercial lending, and residential mortgage lending through our veteran lending team. Cornerstone Bank is one of the leading SBA lenders in the country, and can tailor a custom solution for your banking needs.

## **Cornerstone Bank has the Corner on the Business Market**

We pride ourselves on providing the best banking products and services for your company. With innovative business products and deposits services such as e-Check Scan Remote Deposit System and e-CORP cash management solutions, Cornerstone Bank brings the bank to our clients' offices and homes.

We understand the day-to-day pressures of running a business and working toward the future. So you can rest assured that with Cornerstone Bank, your banking team will be standing beside you helping your business grow steadfast and strong.

In addition, with highly trained banking center managers and staff, we can also provide personal banking services to you and your family, your employees, and fellow executives. So discover a new kind of business banking in Atlanta.

## **Cornerstone Bank: Always in Your Corner. Never Boxed In.**

### **Equal Employment Opportunity Statement of Policy**

Cornerstone Bank is an Equal Opportunity Employer committed to diversity in the workplace. It is the policy of the Bank to provide equal employment and advancement opportunities to all qualified individuals. The Bank does not discriminate against any qualified employee or applicant on the basis of race, color, sex, religion, national origin, disabled or veteran status.

Member FDIC. Equal Housing Lender