

Position: Management Associate**Purpose:**

Colony Bank believes it essential for its management to have an appreciation and understanding of all the various functions and operations of the bank in order to ensure its competitive status as a community bank. Therefore we have elected to establish a training program that provides a comprehensive experience rather than highly specialized training. This position prepares a candidate with the knowledge and skills required for promotion to a management position under the direction of experienced personnel. The position trains on the day-to-day operations of front-line and back-office functions.

Location: Determined by qualifications

Essential Functions and Basic Duties:

1. It is the expectation of Colony to recruit hire and develop talented productive individuals who are able to effectively complete the management Associate Program(MAP) and provide excellent leadership and results toward the bank's vision and mission. During a minimum of at least 18 months, complete a course of training and perform duties in related areas of the bank and operations center including but not limited to:
 - a. Teller
 - b. Customer Service
 - c. Office Manager
 - d. Deposit Operations
 - e. BSA Overview
 - f. Customer Support
 - g. Information Security
 - h. Physical Security
 - i. Audit/Compliance
 - j. Credit Analysis
 - k. Loan Operations
 - l. Lender
 - m. Loan Review
2. Complies with all bank and personnel policies and procedures including but not limited to policies and procedures regarding the Bank Secrecy Act.
3. Complete periodic training provided and/or required by Colony including but not limited to BSA training within required time frames assigned.
4. Complete other duties as assigned.

Qualifications:**Education:**

High school diploma or equivalent required.

College Degree with a Business Major in Finance, Accounting or other business related field.

Experience: Two years banking experience, finance or management experience preferred.

Knowledge:

1. General understanding of bank policies and procedures.
1. Have a thorough knowledge of bank products and services
2. Knowledge of accounting and financial analysis.

Skills/Abilities:

1. Strong written, verbal, analytical and presentation skills.
2. Strong PC application skills, to include MS Word and Excel.
3. Demonstrated ability to manage and prioritize multiple projects.
4. Self-confidence and the ability to successfully sell financial services
5. Ability to listen, comprehend, and act accordingly
6. Demonstrated appreciation for good character and ethical behavior
7. Ability to work in a team atmosphere and draw on others' strengths to obtain results
8. Demonstrated appreciation to serve others
9. Initiative and willingness to lead others to success
10. Ability to accept change when required in a positive manner

If interested, e-mail your resume to: hr@colonybank.com

Equal Opportunity Employer / Minorities / Females / Disables / Veterans / Drug Free Workplace