



Branch Manager | Consumer Lender - Gainesville (Equal Opportunity Employer/Veteran/Disabled)

Summary

The Branch Manager position is an integral part of our business that interacts with other employees and customers daily. The Consumer Lender position will interact with loan customers and assist to obtain the required information for the consumer loan from start to finish.

Essential Functions – Branch Manager: Customer relations; problem solving internally; customer complaints; refer clients to correct staff, Handle customers in a polite and calm manner to address the needs, increase customer satisfaction and minimize negative impact to the company, Transfer funds for clients; Accept and issue stop payments; open/close Safe Deposit Boxes (SDB), Open/close the branch; Check ATM area daily, Knowledge to read & provide reports (credit bureau, OFAC, eFunds, CTR/BSA reports) ; review/decision NSF, Product knowledge and ability to cross sell products; Quote deposit rates, Review and approve new account packages; Update/maintain new account exception log, Approve and maintain time cards, attendance controller and vacation request, Conduct Employee Performance Reviews and discipline as needed, Approve teller overrides; review account exceptions; approve invoices; manage office supply requests; approve wires; perform account maintenance, Maintain branch schedules to make sure fully staffed, Perform monthly audits (SDB, surprise security, etc.), Backup to Teller and Personal Banker if needed, Monthly Board reporting, Perform quarterly security meetings/training, Report policy exceptions to Retail Manager as they occur.

Essential Functions – Consumer Lender: Understand Consumer Lending, Accept and process Loan Applications, Underwrite and/or assist with Consumer Loan request, Complete a Debt to Income Ratio (DTI), Understand collateral value, Compile all necessary documents needed to perform the underwriting request (ex: tax returns, pay stubs, insurance on collateral etc.), Verify loan documents are in loan documentation system, Compile loan package in accordance to procedures to be sent to Loan Operations Department.

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 Preferred banking experience. High School diploma or equivalent required.

Send Resume to becky.litsky@piedmont.bank to receive application, voluntary Self-Identification and Self-Identification Disability forms.