



Job Title: Banking Center Manager
Reports to: Retail Banking Executive
Department: Retail
FLSA Status: Exempt

Summary:

Provides management for a designated banking location(s) as well as performs local marketing and outreach efforts. In particular, this position will be responsible for business development and working closely with banking office staff to ensure that the banking office is operating efficiently and in compliance with regulations, policies, and procedures.

Essential Duties and Responsibilities:

- Directly responsible for the oversight of the banking office with reliance on the Banking Center Coordinator for day to day operations of the office;
- Responsible for planning and administering monthly staff meetings to review office income statement and balance sheet results as well as highlight new loan and deposit clients;
- Coordinate weekly huddle meetings each Monday morning to review results of prior week and planned activities for upcoming week;
- Prepare and deliver weekly production report to Retail Banking Executive at the one on one designated weekly production meeting; standard report to include: new deposit and loan clients, new loan applications and new loan closing reports;
- Cross Sell full array of banking products to all deposit and loan clients;
- Responsible for taking mortgage loan applications, preparing credit approval, coordinating TRID disclosures and the closing process, attending closings and coordinating the booking of loan;
- Responsible for setting example for entire team through positive attitude, coaching, work ethic and character;
- Monitor overdrawn accounts, past due loan payments and identify problem loans;
- Ensure compliance with the Bank policies by utilizing loan review, loan operations and deposit operations staff as needed;
- Achieve annual deposit and loan goals;
- Attend various lending courses or other general banking courses as required; Provide frequent feedback to and performance evaluations for each member of the assigned Banking Center;
- Effectively administer portfolio by managing current maturities, renewals and exceptions;
- May be required to perform the duties of a Universal Banker
- Remain current on, adhere to and ensure that all regulatory requirements and training are being maintained by Banking Center team; and
- Perform all other duties as assigned.

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Approved by:

Education/Experience:

A Bachelor's Degree from a 4-year college is preferred and 5-7 years banking experience is required.

Knowledge, Skills and Abilities:

- Effective oral and written presentation skills;
- Effective negotiation skills;
- Ability to develop new business and cross sell resulting in new relationships. A commitment to community involvement via clubs, events, etc. during non- business hours may be expected.
- Ability to analyze customer financials for the purpose of effectively underwriting loan requests;
- Problem Solving: define, collect data, establish facts and draw valid conclusions;
- Effective interpersonal relationships with customers, management and team members;
- Ability to prioritize multiple demands in a high-pressure environment while maintaining professional demeanor; and
- Working knowledge of Microsoft Office programs as well as in house document retrieval and electronic communications;
- Ability to operate in a team environment to accomplish shared goals;
- Basic Mathematical Skills;
- Ability to perform all Universal Banker functions;
- A thorough understanding and application of all policies, procedures and regulations pertaining to the work of a Banking Center Manager;
- Ability to effectively manage time as related to daily tasks; and
- Acquire proficiency of the banking systems and electronic communications.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Sit or Stand for extended periods;
- See to read small print or complex reports;
- Effectively communicate orally;
- Manually operate keyboard, mouse and other personal computing devices;
- Manual dexterity to quickly and accurately count cash and coin; and
- Occasionally lift up to 15 pounds.

Compensation and Benefits:

This position is eligible for all group benefits of an exempt employee as defined in the Triumph Bank Employee Handbook. The Retail Banking Executive will evaluate the performance of the Banking Center Manager on at least an annual basis.

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