



SUMMITBANK

TITLE: Cash Management Officer
LOCATION: Portland
REPORTS TO: Commercial Banking Team Leader
FLSA: Exempt
CATEGORY: Full Time
SHIFT: Monday – Friday, 8:00am – 5:00pm

SUMMARY

The Cash Management Officer reports to the Commercial Banking Team Leader and is responsible for coordinating and directing cash management sales activities to include development of new cash/treasury management business, expansion of existing business relationships and servicing clients.

ESSENTIAL DUTIES

1. Participates in business calls with colleagues and existing and prospective clients to sell and promote treasury management products and services and to generate revenue for the Bank.
2. Works closely with Business Development, Lending and eBanking teams to attain service charge and deposit goals and to solidify customer retention efforts by providing superior level of customer service.
3. Performs, and tracks through completion demonstrations, setups, and installations of all treasury management products and services.
4. Personal training on new treasury management services
5. Prepares sales contracts, agreements and Treasury Management forms; ensuring proper documentation and authorizations have been obtained.
6. Completes regular monitoring and processing functions associated with the Bank's Treasury Management products and services. Responds to questions and client service requests, interacting with vendors to research and resolve system or client issues as needed.
7. Analyzes and supports the Bank's treasury management products and services including but not limited to: ACH origination, remote deposit capture, online banking, merchant services and mobile banking. Monitors the Bank's Treasury Management offerings and usage; recommending enhancements as appropriate.
8. Develops and maintains necessary documentation and processes for Treasury Management Services. Continually evaluates the efficiency of operational controls and procedures to maximize departmental production and to ensure compliance with applicable laws, rules, and regulations.
9. Works with the Client Manager to assess the risk associated with potential solutions.
10. Ensures that other team members are informed of client needs and of the solutions to meet those needs.

SECONDARY DUTIES

1. Completes assigned Compliance Training.
2. Maintains all related paper file systems so that necessary documents can be found easily, and documentation is consistent and complete.
3. Assumes responsibility for various department functions in the absence of colleagues or in overload situations.
4. Participates in various internal committees as assigned.

GENERAL

1. Provides excellent personal customer service to all internal and external clients by treating people with respect; keeping commitments; inspiring the trust of others; working ethically and with integrity; upholding organizational values; accepting responsibility for own actions.
2. Follows policies and procedures; completes administrative tasks correctly and on time; contributes to the overall profitability of the Bank through cost controls and expense monitoring.
3. Applies good judgment in decision making and sees beyond the immediate assignments and acts on opportunities and problem areas.
4. Performs position safely and reports potentially unsafe conditions.
5. Works according to established schedules, arriving on time and with a positive attitude.
6. Any other duties as defined.

QUALIFICATIONS AND DEMONSTRATED ABILITIES

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

1. Associates degree in related field or equivalent combination of experience. Work related experience should consist of a minimum of five (5) years of experience. Educational experience, through in-house training, formal school or related curriculum, should be applicable to treasury management products and services.
2. Extensive knowledges of treasury management required.
3. Exceptional verbal, written and interpersonal communication skills with the ability to apply common sense to carry out instructions, write reports, correspondence and procedures, speak clearly to customers, employees, directors, and shareholders.
4. Advanced computer operation skills; scheduling, word processing, spreadsheet, Microsoft Windows, and Fiserv applications.
5. Intermediate typing skills to meet production needs of position.
6. Excellent organizational and time management skills.
7. Ability to read, analyze, and interpret business periodicals, professional journals and procedures.

8. Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.
9. Ability to work with minimal supervision while performing duties to handle confidential information with discretion.

PHYSICAL REQUIREMENTS

1. Frequent walking to assist customers and staff members at various locations within and outside of the Bank.
2. Frequently lifts and carries up to 30 pounds (scanners and other equipment).
3. Frequently bends, kneels, stoops, reaches, and/or pushes and pulls when installing or maintaining equipment or opening and closing drawers and cabinets.
4. Repetitive use of hands such as grasping, twisting/turning of wrists, and finger dexterity necessary to perform various duties such as using tools on equipment, typing, writing and maintaining files.
5. Ability to sit for extended periods of time at assigned station.
6. Continuous clarity of vision at 20 inches or less for normal processing of work.

ACKNOWLEDGEMENT

I have reviewed the above job description and acknowledge that I am able to perform the duties and responsibilities described herein. Summit Bank reserves the right the update job descriptions periodically. I acknowledge that this job description does not in any way create a contractual relationship, and does not alter Summit Bank's at will employment relationship with me.

Employee Signature

Date