

RETAIL MANAGER

Position Summary

If you build it, they will come...and we're building it. So, this job may not be for you ... unless you are excited about the possibilities to join us in making a difference, every day, in every way. The best thing about our FNB Family is we live and breathe our values and passion for making a difference in the lives of our customers, our community, and our bank. As we continue to build our amazing team, we are looking for people who embrace our Mission to WOW Every Customer. Every Time. Whatever it Takes. We are building...a great bank!

Essential Functions

- ⇒ Market all products of FNBG by maintaining a well-developed working knowledge of the complete line of products and services offered by the Bank.
- ⇒ Oversee the flow of cash and financial instruments in accordance with company policy. Order currency from and ship currency to the United Bankers' Bank.
- ⇒ Ensure adequate control of currency transferred between the main vault and tellers' vault chest.
- ⇒ Ensure proper training, cross-training, coaching, counseling, feedback, recognition, and leadership are provided to retail staff.
- ⇒ Perform monthly security tests including currency guard tests and security surveillance system.
- ⇒ Oversee Buckaneer Savings and building the program to engage younger demographic.
- ⇒ Compile and report data as required or requested by management, Board of Directors, auditors or regulatory agencies.
- ⇒ Have fun, engaging, lobby promotions and activities.
- ⇒ Inspire, model, and motivate service staff through staff coaching and training. Demonstrate and promote all bank values and the mission statement of the Bank enthusiastically.
- ⇒ Serve as a bank representative in professional, business, and community organizations to promote bank services and enhance the Bank's image.
- ⇒ Contribute to budget process.
- ⇒ Supervise all account maintenance performed on system to ensure data integrity and compliance with policy and regulation process.

OUR PASSION

Bettering People's Lives

OUR NICHE

Personal Touch Service

OUR VALUES

Trusted Service
 WOW Customers
 Support Community
 Support Active Learning



Required Qualifications

- ⇒ High School Diploma or general education degree (GED) with at least 3 years of teller experience; or equivalent combination of education and experience. Notary Public preferred.
- ⇒ Strong communication skills with the ability to present information in verbal or written form to customers or other team members.
- ⇒ Maintain knowledge of principles and methods for showing, promoting, and selling products or services.
- ⇒ Maintain knowledge of calculating figures and amounts such as discounts, interest, proportions, percentages, and payoffs.
- ⇒ Excellent time management skills and the ability to effectively allocate resources.

Position Identification

Q: What type of position is Retail Manager?

A: Full-time, Non-Exempt

Q: Who does this position report to?

A: President & CEO

Q: Does this position have any supervisory responsibility?

A: Yes, CSR I & CSR II

Contact Us

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Visit us on the web at
www.fnbgermantown.com

CONNECT WITH US



“Come with Energy and Enthusiasm to Create Change.”

- Heidi Grant, President & CEO

FNB Germantown — Your Community. Your Bank.

DISCLAIMER:

This position description is intended to describe the general nature and level of work being performed by employees in this role. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Management reserves the right to revise this position and to assign or reassign duties to/from this role at any time. This is not to be construed as an employee contract.

Review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Acknowledgement	
Employee:	Manager:
Signature:	Signature:
Date:	Date: