



JOB DESCRIPTION

JOB TITLE: TREASURY MANAGEMENT OFFICER
DEPARTMENT: TBD
REPORTS TO: HEAD OF OPERATIONS
SUPERVISES: N/A
FLSA STATUS: EXEMPT

GENERAL SUMMARY

Is responsible for developing and implementing strategy for treasury management and deposit growth. Sells Bank products and services to customers and prospective customers.

ESSENTIAL JOB FUNCTIONS

1. Sells cash management/treasury services to current and prospective customers: Develops prospects from current commercial customers, referral leads, and other sources. Contacts prospective customers to present information on available services. Determines customers' financial services needs and prepares proposals to sell services. May prepare forms or agreements to complete sale.
2. Maintains product and sales acumen for department activities provided to Cash/Treasury Management clients. Products include but are not limited to: Business Online Banking, Merchant Credit Card Services, Remote Deposit Capture, ACH Origination, Interest-bearing Sweep Accounts, Lockbox Services, and Positive Pay Services. Requires communicating and working closely with the business services department.
3. Maintains an ongoing relationship with commercial customers through calls and outside contacts.
4. Develops measurable and achievable goals to drive results. Goals include but are not limited to sales activities, development of new Cash/Treasury Management relationships, cross-sell opportunities, and customer retention.
5. Maintains efforts to achieve weekly and monthly sales results.
6. Develops and maintains relationships with Centers of Influence within the community. Actively engages in the community through board positions, volunteer work, and event attendance.
7. Oversees the training and cross training of Cash/Treasury Management products with customers when needed as well as with the bank's front line staff.
8. Maintains knowledge of compliance-related issues affecting the bank's products and services.
9. Identifies and executes referral opportunities for other departments within the bank.
10. Practices diligence with duties involving Bank Secrecy Act compliance by obtaining Customer Identification Profile Information, reporting suspicious activity, obtaining beneficial ownership information and risk assessment and customer due diligence information.
11. Regular and reliable attendance.

12. Other duties as required by supervisory personnel.

MINIMUM REQUIREMENTS

The following skills are required to enable job holders to perform the essential functions of the job.

1. SKILLS

An emphasis in Sales and Customer Service.
Decision making skills.
Interpersonal skills to relate to coworkers and customers.
Communication skills, oral and written.
Professional appearance and conduct.
Ability to work independently without direct supervision.

2. KNOWLEDGE

Deposit and Loan Products.
Computer system (Deposit Account System).
Office-Logic, Open Office, Word, Excel, Internet.
Bank policies and procedures. (deposits & business services)
Depository Regulations (TISA, Reg CC, Business Services T & C, BSA, OFAC, Reg P, NACHA Rules, Reg E, FFIEC Guidance).

3. EXPERIENCE/EDUCATION

Bachelor's degree in Marketing, Public Relations or business-related field preferred with a minimum of 5 years sales and service work experience in banking; managerial experience preferred. Community involvement as evidenced by membership/active participation in civic organizations.

4. SCHEDULING

Normal work schedule 8:00 a.m. to 5:00 pm., Monday through Friday or as needed. Flexibility is necessary to attend community events/functions outside of normal work hours including weekends as required. Some travel is required.

To apply for this position, download and save the Application Form located on our Careers page. Once completed, please send the Application by attaching it in an email to: careers@fnboxford.com.

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