

## **Assistant Branch Manager, Monroe County Community Credit Union**

WANTED: Monroe County Community CU is seeking an Assistant Branch Manager for one of its City of Monroe branches. MCCCCU offers a premier benefit package, including fully paid medical and dental insurance, vision, STD, LTD, life insurance and 401(k) with generous match. In over 64 years of business, Monroe County Community Credit Union has proven itself to be a supportive and trustworthy financial institution. Our goal is to bring the credit union philosophy of **'People Helping People'** to life each day by being readily available to our members.

The Assistant Branch Manager is responsible for ensuring that outstanding service is delivered to both internal and external members. Also, to supervise all branch activities with a working knowledge of daily operations of the credit union, including lending, teller functions and member service. Resolving account problems and providing information to members quickly, professionally while maintaining the highest level of confidentiality; closely monitoring teller cash balancing and recording cash out of balances and initiating random cash counts on teller cash drawers; soliciting consumer loan applications and informing members of current rates, payment calculations and lending services offered by the credit union; and interviewing credit applicants and evaluating credit scoring. Other duties include ensuring that established policies and procedures are followed, delegating day-to-day operations to the head teller and other branch staff, filling in for any branch position and handling all job duties related to that position when necessary for the efficient operation of the branch. Successful candidate will also: promote the credit union's culture, philosophy and values by developing each employee to their highest potential by identifying areas for improvement and appropriately coaching, training or correcting the employee's performance; monitor employees' performance and conduct performance reviews within policy time frames. Associates Degree in business administration, finance or related field and/or an equivalent combination of education and experience. Two to five years management or supervising experience is required. Excellent computer skills including MS Office. Knowledge and experience with CU Answers a Plus!