



For 100 years, **ABOC** has fostered deep ties to our customers and our community, serving the banking needs of countless businesses, organizations, institutions, and individuals, many for multiple generations. These relationships are based on profound trust, in-depth understanding and highly personal and responsive service provided by our experienced bankers.

We take tremendous pride in being a great place to work! We value the contributions our employees bring to the table every day. We work hard to nurture and maintain a mutually respectful, diverse culture that fosters teamwork and a commitment to exceptional customer service.

ABOC is hiring a **Branch Manager**. This position is responsible for overseeing personal banking activities and ensuring outstanding service to Bank customers within the LaSalle branch.

RESPONSIBILITIES:

- Provides leadership and direction to department employees to establish and maintain a compliant and functional work environment.
- Develops, trains and coaches' staff on product, policy, and operational matters in order that appropriate products and services are identified and explained to consumer and commercial customers during relationship meetings.
- Opens new accounts for customers (including completion of required forms, obtaining proper identification, and explaining applicable account conditions) in accordance with Bank policies and procedures.
- Initiates consumer loan handling (advising customers on rates and policies, upselling as appropriate, accepting applications, and working with the Bank's credit department as needed).
- Establishes contacts and cultivates relationships with existing and prospective business clients and cross-sells banking products and services.
- Oversees daily department work (account management, applicable approvals/reviews including overdrafts, research, issue management, maintenance, fraud mitigation, etc.).
- Updates customer forms, consumer disclosures and checklists and ensures completeness of customer records maintained within core banking software and/or physical documentation systems that is fully compliant both with Bank policies and procedures as well as federal and state regulatory requirements.
- Adheres to periodic obligations schedule to ensure timely completion of audit and compliance matters (internal audits, external audits, escheatment, interest, disclosures, CTRs, SARs, policies, procedures, customer forms, etc.).
- Coordinates activities with Deposit Services related to management of Bank rates while maintaining awareness of competitive environment.
- Directs the generation and completion of regular management reporting.
- Exercises the usual authority concerning staffing, management, training, performance, disciplinary issues, promotions, salary recommendations, and terminations.
- Stays current on Bank compliance initiatives, regulations, legislation, and related issues through review of various publications and updates with potential attendance at customer functions, Bank meetings, vendor seminars, and courses as is appropriate.
- Completes special projects as required,
- Performs other related duties as assigned.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- High school diploma or equivalent (required)
- Bachelor's degree in a business discipline (preferred)
- Seven years of experience which demonstrates knowledge of retail banking/branch practices and procedures (required)
- Experience in a supervisory capacity (preferred)

BENEFITS:

- Competitive compensation package
- Full health insurance (medical, dental and vision),
- 401(k)
- Life insurance
- Education Assistance
- Paid Vacation Days
- Employee Assistance Program
- Open-door work environment
- Opportunities for advancement
- Community Service Opportunities

We are an equal opportunity employer and value diversity, equity, and inclusion at our company. We do not discriminate based on any protected category. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.