



CHESAPEAKE
BANK AND TRUST COMPANY

Job Title:	Assistant Branch Manager	Date Last Updated:	08/28/2023
Department/Group:		Position Type:	Full Time
Location:	Chestertown, Maryland	Reports To:	Branch Manager
Job Description			
ROLE AND RESPONSIBILITIES			
Supervises and administers the branch office providing a full complement of banking services to businesses and individuals. Supervises full and part-time teller staff.			
Manages Branch.			
<ol style="list-style-type: none">1. Ensure adequate staffing of branches through monthly scheduling.2. Promote deposit products and services, consumer loans and Investment services through both internal and external sales activities.3. Perform various internal audits which include but are not limited to: monthly cash audit, monthly cash item audit, monthly inactive and dormant account audit and monthly OFAC audit.4. Sign checks within authority.5. Review branch CTR Reports for accuracy before submitting.6. Ensure branch compliance with applicable regulations and laws.7. Open and perform maintenance on IRA deposit accounts			
Supervises teller line.			
<ol style="list-style-type: none">1. Responsible for security and operation of teller line.2. Oversee daily cash settlements.3. Supervise and assist tellers and CSR's.4. Perform teller duties as needed.			
Training.			
<ol style="list-style-type: none">1. Responsible for training, assisting, and developing existing and new employees.			
Other.			
<ol style="list-style-type: none">1. Complete daily branch reports as assigned.2. Perform all other duties as assigned.3. Ability to be flexible and able to work in a focused multi-task environment.4. Ability to assume responsibility, display initiative, exercise good judgement and make and act upon decisions with minimal supervision.			



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QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's Degree or equivalent in business, accounting, economics or related field of experience, or 3 years of banking supervisory experience. Knowledge of banking and its Rules and Regulations preferred. Must possess supervisory, analytical and customer service skills.

PREFERRED SKILLS

- Must possess utmost professional qualities, high energy, results driven, and self-motivated.
- Excellent communication skills required, both written and verbal.
- Ability to resolve conflict concerning customers, branch operations and personnel.
- Must be able to maintain positive behavior in daily contact with customers and staff.
- Active community member who can promote the Bank and its products.
- Ability to supervise multiple employees.
- Proficient with Microsoft Office.

I have reviewed this job description that describes in detail the functions along with the skills, knowledge, and behavioral traits needed to satisfactorily perform the duties of this position.

I have a thorough understanding of the functions, requirements and skills needed for this job and what is expected of the person filling this position.

Print Name

Signature

Date