



## **POSITION DESCRIPTION**

<b>Position Title:</b>	Mobile Branch Manager	<b>Hours:</b>	Part Time (Mon-Fri)
<b>Reports To:</b>	Branch Manager	<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Branch – Olympia		

## **SALARY RANGE**

The hourly range for this role is \$16.28 - \$19.00, and the pay rate for the successful applicant will be determined based on a variety of non-discriminatory factors which may include, but is not limited to, job-related knowledge, skills, location, and experience. Specific roles may be eligible for performance-based incentive compensation, bonus, and/or equity awards.

## **POSITION SUMMARY:**

The Mobile Branch Manager is responsible for picking up and transporting client deposits and change orders within the mobile branch secured bags on a daily scheduled basis and accounting for assigned items against the dual control log. Mobile Branch Managers provide excellent customer service and develop client/Bank relationships through positive interactions. Commencement employees embrace and practice the Bank's core values: Dedication, Teamwork, Integrity, and Respect and support an environment of diversity, equality, and inclusion within all aspects of the organization.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assures compliance with all Bank policies and procedures as well as state and federal banking regulations, as applicable
- Completes and follows all BSA, OFAC, GLBA, and security guidelines and complete annual training as assigned
- Utilizes the safe in the vehicles to transport client deposits in security bags
- Transports change orders in security bags
- May transport documents from time to time
- Ensures that all deposits and change orders are logged with the date, time, and bag number, and is initialed by employee and client
- Maintains prompt client schedule while practicing flexibility for additional add in clients
- Liaison between mobile branch clients and the Olympia branch
- Ensures necessary mobile branch supplies are on hand
- May load and unload mobile branch supplies
- Maintains travel and vehicle maintenance logs, reports on maintenance needs
- Ensures that vehicles are always kept in proper working conditions
- Makes daily stops to post office/PO Box
- Performs other duties as assigned

**REQUIRED SKILLS**

- Dependable
- Ability to manage multiple tasks simultaneously in a fast-paced environment and assist as necessary
- Perform all duties in conformance to appropriate safety and security standards
- Ability to operate and maintain vehicles
- Thorough knowledge of traffic laws, including cell phone usage
- Ability to perform manual tasks under varying weather conditions
- Plan and/or aid in planning route to ensure most economical use of time and equipment
- Maintain and protect all Bank property in possession
- Work under limited supervision and exercises good judgement within mobile branch procedures
- Ability to work collaboratively to reach mutual goals
- Ability to communicate clearly, effectively, and professionally, both verbally and in writing with clients and team members
- Ability to use or learn Microsoft 365
- Treats people with respect; works ethically and with integrity; maintains confidentiality; accepts responsibility for own actions

**WORK ENVIRONMENT**

- Must be able to remain in a stationary position for extended periods of time
- Must be able to effectively communicate and exchange accurate information
- Must be able move items up to 50 pounds
- Must be able to work in an environment with moderate noise levels and frequent employee/customer contacts and interruptions during the day

**QUALIFICATIONS**

- High school graduate or GED required
- Valid drivers license and safe driving record

**Job description may change at any time.**

## **BENEFITS INFORMATION**

Commencement Bank strongly believes in the importance of investing in the health and welfare of its employees and their families. To extend our gratitude for the time and services they provide to our clients and communities, Commencement offers an exciting total rewards package including base salary and a comprehensive package of benefits.

Benefit eligibility begins the first day of the month following the date of hire for employees who are regularly scheduled to work at least 20 hours weekly. Eligible employees will receive benefit options including:

- comprehensive and competitive paid healthcare coverage (medical, dental, and vision) with discounted premiums for dependents
- 401(k)-retirement savings plan with employer match
- employee stock purchase program
- employee assistance program (EAP)
- life insurance
- long-term disability insurance
- flexible spending account
- voluntary benefit options
- tuition reimbursement
- paid parking
- vacation time and a personal float day
- paid time off for illness, volunteerism, and holidays
- logo wear allowance
- employee celebration activities