

**VERABANK
JOB DESCRIPTION**

JOB TITLE: Treasury Management Officer

DEPARTMENT: Treasury Management

SUPERVISOR: Treasury Sales Manager

FLSA: Exempt

JOB PURPOSE:

Responsible for the development of new business and expansion of existing business through commercial and consumer deposit growth and community leadership. Responsible for developing, supporting and communicating the bank's corporate culture, goals and objectives. Impacts the growth of a designated branch market area. Responsible for providing professional sales and service support for Treasury Management services and solutions. Assists new and potential commercial clients with product information, proposals, research, problem resolution, and provides support as needed to the department and its members in performing other duties and functions.

DUTIES AND RESPONSIBILITIES

- Plans and implements sales and service strategies to grow commercial deposits and sell treasury management products and services to business clients. Converts those strategies into tactical actions, particularly within the assigned market area.
- Develops and maintains relationships with commercial clients to understand their needs and identify opportunities for tailored solutions.
- Builds and maintains positive working relationships with commercial bankers, subject matter experts, branch staff, and other members of the treasury management department.
- Partners with commercial bankers and other subject matter experts through joint calling efforts to present a team approach in attracting and managing client relationships.
- Provides consultative counseling to the branch network in an effort to achieve goals.

- Possesses in-depth knowledge of the bank's treasury management products and services, including payment processing, liquidity management, fraud prevention, and information reporting.
- Actively prospects for new commercial clients and business opportunities through joint calling efforts, community involvement, and center of influence connections; presenting treasury solutions that align with the clients' financial goals and needs to reach assigned goals.
- Develops and maintains client relationships through thorough assessment of the clients' current treasury management processes and objectives as well as ongoing communication to understand their needs and identify opportunities for tailored solutions.
- Prepares and delivers compelling presentations and proposals to clients, outlining the benefits of the bank, the department, and the suggested products and services.
- Coordinates and schedules meetings, presentations, and demonstrations to existing and new customer contacts for treasury management products and services.
- Provides initial product training to clients on how to use the treasury products and solutions effectively.
- Stays informed about industry trends, competitor offerings, and emerging technologies to stay competitive and innovative.
- Maintains an accurate pipeline of sales opportunities, client interactions, and sales cycle activities through the bank CRM system.
- Assists commercial clients by researching and resolving problems and by facilitating inter-department communications for clients.
- Provides clerical and administrative support in achieving department goals.
- Other duties as assigned.

CONTACTS

Daily contact with existing and potential bank customers. Frequent contact with treasury management department members, commercial bankers, supervisor, and other bank employees. Frequent contact with program vendors and service providers. Occasional contact with regulators and auditors.

SPECIFIC REQUIREMENTS

- Bachelor's degree or 5+ years experience in a financial institution.
- 1+ years in a treasury management role or 3+ years in a sales management role in a financial institution.
- Proven sales skills.
- Comprehensive knowledge of banking rules and regulations.
- Excellent oral and written communication skills.
- Excellent organizational skills and ability to handle multiple tasks.
- Excellent customer service skills.

PREFERRED REQUIREMENTS

- Familiar with the bank's core accounting system and CRM system.
- Ability to work independently and as a team with excellent time management skills.
- Knowledge of personal computer and related word processing and spreadsheet software.
- Knowledge of various banking departments.
- Leadership and sales coaching skills.
- Management skills including organizing, planning, delegating and interpersonal skills.

PHYSICAL REQUIREMENTS

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment. Frequent motor vehicle travel required. Occasional lifting and carrying of equipment and materials weighing up to 25 pounds.

NOTICE

- This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
- Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.

- Ability means to possess and apply both knowledge and skill.
- This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
- This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
- This position description does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Employee

Date

Department/Division Manager

Date