Treasury Management Officer

**Title: Treasury Management Officer**

**Department: Business Banking**

**Reports to: Treasury Management**

**Positions Supervised: None**

**Position Summary:** Responsible for the marketing, promoting and selling the bank’s treasury management services and suite of products to existing and new commercial clients. Solicits new commercial deposits and account relationships. Works alongside the relationship managers on all deposit and treasury management matters. Monitors market conditions and trends for evolving product line while remaining competitive. Demonstrates and delivers superior service to commercial clients emphasizing online banking, cash management and remote deposit capture services.

**Primary Accountabilities and Responsibilities:**

**Accountability 1: 95 % Weighting.** Perform sales duties by soliciting, establishing and maintaining new and current treasury management relationships. Makes cold calls to prospective customers, generates prospect lists and cultivates referral sources while tracking sales activities required by management. Develops and executes sales presentations for new and established clients focusing on integrating cash management and banking solutions. Responds to requests for proposals with formal written and/or oral presentations. Negotiates pricing to optimize profitability of product and service line. Manages current client business needs that focus on treasury management products and core deposit growth while staying current on all industry issues and regulations. Works closely with relationship managers providing depository expertise to ensure client needs are met with treasury management suite of products. Entertains clients at networking events which may require after hour attendance. Develops and implements training and continuing education to business and retail associates ensuring knowledge is current on treasury management products, services, and bank policies. Reviews product line and makes recommendations for adjustments, improvements, expansion and/or elimination of product development and related activities. Onboard all new client relationships by demonstrating use of product line. Effectively follows through on changes, additions, and problems with clients, providing superior service. Ensures that all departmental documents and activities are performed in compliance with applicable laws, regulations, policies and procedures as required by position including ongoing compliance training.

**Secondary Responsibilities and Duties: 5% Weighting**

* Comprehends and complies with all pertinent Bank Secrecy Act/OFAC/CIP policies and procedures.
* Complete annual compliance training as required by laws, regulations and bank policy.
* Self-motivated with limited supervision needed as this position requires routine sound decision making without consulting supervisor
* Excellent customer service skills, attentiveness, information retention, tact and diplomacy in dealing with both customers and employees
* Champion of change: Versatility, flexibility and a willingness to work with constantly changing priorities with enthusiasm
* Able to multi-task and manage priorities and workflow
* Stays abreast of regulations and legislations as well as other political and policy-making events that directly affect the financial institution.
* Actively participates in local business and community activities and maintains close contact with customers and prospects.
* Other duties as may be assigned.

**Education, Experience, and Other Requirements:**

* Bachelor’s degree in Finance, Accounting or a related field
* Five years business banking or sales related experience
* Extensive knowledge of BankIowa policies and procedures
* Extensive knowledge of treasury management services and public relations skills
* Managerial experience with proven written and communication skills.

**Performance Measures:**

* Increase in Business deposits.
* Increase in ACH, remote deposit, online banking, and positive pay products.

**Physical Demands**:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

**Acknowledgment:**

I have read the foregoing job description and understand the responsibilities of the job and the importance of exhibiting the service quality standards and work performance expectations. I believe I can perform this job 🗆with or 🗆without accommodation.

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Employee signature Date

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This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply that these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability. This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.