



## **POLICE FEDERAL CREDIT UNION**

### **External Job Posting: Assistant Branch Manager**

The Police Federal Credit Union, headquartered in the Washington, D.C. metropolitan area, is a full service, not-for-profit financial institution that has been committed to protecting the financial interest of members of the law enforcement community since 1935. Police Federal Credit Union has a workforce that is committed to exceeding expectations and building lasting relationships to help the organization continue steady growth.

We offer an excellent working environment, good benefits including health, life and 401(k) benefits with employer match after six (6) months, comparable compensation, and generous vacation leave.

We have an immediate career opportunity for an Assistant Branch Manager at our Upper Marlboro, MD location. This position is responsible for assisting the Branch Manager in overseeing the member service staff ensuring policies and procedures are performed accurately and efficiently. Incumbent will lead by example, training, coaching and monitoring a staff of 10+ employees on products and services, account transactions, loan applications, account openings/closing, ordering checks, ATM maintenance, corrections and problem solving within established federal rules and regulations, credit union policies and procedures with the expectation of meeting or exceeding individual and branch organizational, financial, operational, service, and growth goals. Also, performs a broad range of branch/teller activities in person or by phone, email, fax, or online. Responsible for all aspects of IRA Accounts, providing information to members, creating new accounts, service existing accounts ensuring information is entered accurately in IRA system and have a thorough knowledge of required documentation for IRA compliance. Processes monthly RMD distributions and yearly IRA reporting. Incumbent will have lending authority. This position will report directly to Branch Manager.

Associates Degree in Business Administration preferred or equivalent combination of education and experience. Incumbent will have a minimum of one (1) year experience as an Assistant Branch Manager with knowledge and experience in training, coaching, monitoring and supervising a staff of 10+ employees in a credit union and/or financial environment with demonstrated sales skills in consistently leading a team to meet sales/production goals.

#### **Additional Knowledge, Skills and Abilities**

- Experienced in a Centralized Lending branch environment and related service to members
- Experienced in processing account transactions, loan applications, and new accounts, ability to problem solve within established policies and procedures, while maintaining compliance of all state and federal regulations and laws ensuring compliance with all governing regulations, especially Bank Secrecy Act requirements including Currency Transaction Reports and monitoring and reporting as appropriate any suspected suspicious activity, and knowledge of Office of Foreign Asset Control (OFAC) requirements as it may relate to the lending functions, ability to recognize cues for sales opportunities and identify unexpressed need to ensure quality service to members.
- Ability to calculate figures and amounts such as discounts, interest, percentages required, intermediate knowledge of MS Office software, specifically in the areas of Word, Excel and Power Point
- Highly organized, detail oriented professional

For immediate and confidential consideration, qualified candidates should email cover letter, salary requirement and resume to: [humanresources@policefcu.org](mailto:humanresources@policefcu.org)

**We are proud to be an equal opportunity employer!**

**Website: [www.policefcu.com](http://www.policefcu.com)**