

Blackfoot Branch Manager Job Position



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Position Description

- Job Title:** Branch Manager
- Salary:** Depending on experience
- Overview:** Advanced analysis and management responsibilities
- Department:** Blackfoot Credit Department. Jobs within the department include Operations Assistant, Credit Support Specialist, and Loan Officer. Credit Department staff work closely with IT staff, admin staff, other branches staff, audit staff, the Chief Credit Officer and the Chief Executive Officer.
- Schedule:** 40 hours per week, Monday through Friday, normally 8:00 a.m. to 5:00 p.m. with 1 hour for lunch.
- Benefits:** Substantial benefits including 12 days annual leave, 10 paid holidays, sick leave, medical, vision and dental plans, life insurance, and 401(k) plan with up to 9% of salary contributed by employer (requires employee match of 6%). Annual leave accrual increases with years on the job. Incentive plans may be applicable.

Primary Duties

Branch Staff Manager:

- Lead branch to meet goals and objectives
- Delegate tasks to staff to maximize efficiency
- Establish staff performance goals and performance appraisals
- Supervise the training of new staff members

Branch Credit Manager:

- Review all loan requests for approval
- Take, complete and analyze loan requests
- Supervise foreclosures, collections and problem loans

Daily Branch Duties:

- Monitor delinquent or otherwise troubled loans
- Assist staff with credit or operational questions/problems
- Supervise loan disbursements, receipts, etc.

Relationship Building Management:

- Lead credit staff in consistent prospecting efforts to promote new business

Policy and Procedure

- Review policy and procedure to keep staff informed
- Policy development and review

Correspondence:

- Letter writing and review
- Strong verbal and written communications required

Cross-training and career track activities

- Audit review process
- Loan data entry and maintenance
- Board reporting
- Bookkeeping operations
- Staff training, recruitment and reviews

Other duties

- Consider staff ideas and pass viable ideas to management
- Monitor office needs (staffing, IT, equipment, etc.)
- Work with management to hire new staff as needed

Other:

- Must be "detail" and "accuracy" oriented, efficient, have strong deductive reasoning ability, and be able to learn new tasks
- Must be able to use Microsoft Office, Excel, Copier, and other business tools effectively.
- Other duties as assigned

Company Information

Idaho AgCredit is part of the Farm Credit System of agricultural lending associations which make loans to farmers and ranchers. The company has been in business since 1934, and has branch offices in Rexburg, Blackfoot, American Falls and Twin Falls.