

WELLS RIVER SAVINGS BANK BRANCH MANAGER

Summary: Leads the day-to-day operation of the branch, including deposit services and consumer lending. Ensures sound operational controls, delivers a strong customer experience, develops branch staff, and drives business growth across the Bank's products and services.

Salary Range: **\$60,000 to \$75,000** per year, depending on qualifications and experience. A higher rate may be offered to candidates with exceptional experience or skills.

Job Qualifications:

- Associate's degree with two years of related experience or four years of related work experience.
- Three to five years of management experience, preferably in the financial services industry.
- Working knowledge of consumer lending policies and procedures gained through relevant experience or in-house training.
- Demonstrated leadership, staff development, communication, customer service, and human resources skills.
- Knowledge of financial institution operations, banking regulations, compliance requirements, employee development, and community or public relations.

Specific Job Functions:

- Manage daily branch operations in accordance with Bank policies, procedures, internal controls, and service standards.
- Achieve established branch objectives for business development, deposit growth, consumer lending, customer service, and audit quality.
- Lead, schedule, coach, train, and evaluate branch staff to support strong performance, professional development, and consistent customer experiences.
- Build and maintain relationships with existing and prospective customers, identify financial needs, and recommend appropriate Bank products and services.
- Originate consumer loans and support customers throughout the lending process in accordance with applicable policies and procedures.
- Provide a full range of customer services as needed, including opening accounts, explaining products and services, resolving concerns, and referring mortgage and commercial lending opportunities.
- Monitor branch compliance with applicable federal and state laws, regulations, and Bank requirements; maintain current knowledge relevant to the role.
- Represent the Bank through community involvement, local organizations, business-development activities, and public relations efforts.
- Oversee the general condition, security, and upkeep of branch facilities and equipment.

- Accept responsibility to stay abreast of all Federal and State laws, and compliance regulations governing the bank in general, and as they pertain to the job function.
- Perform other duties as assigned.

Exemption Status

- Exempt, salaried position.

Location

- Bradford Branch

Work Schedule

- Full-time, 40 hours per week, including rotating Saturdays from 9am to noon.

Wells River Savings Bank is a mutual savings bank with associates working in our seven offices in the Connecticut River Valley. We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, pregnancy, genetic information, disability, status as a protected veteran, or any other protected category under applicable federal, state, and local laws. We offer an excellent work environment while providing opportunities for our associates to learn and grow.