



An Equal Opportunity Employer

POSITION TITLE: Electronic Banking Manager

SUMMARY

The incumbent is responsible to develop, promote and maintain all electronic banking products and related equipment. Position is one of integrity and confidentiality, in addition, incumbent will follow all Bank policies and procedures and all regulatory policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Develop, promote and maintain Online Banking, Mobile Banking and Bill Pay products.
2. Develop, promote and maintain Debit Card and Visa programs
3. Develop, promote and maintain all eBusiness Banking products, including but not limited to ACH Origination, Remote Deposit Capture and Merchant Card Services.
Call on customers and prospects with Loan Officers and Office Managers to promote electronic banking products and build business relationships. Prepare account proposals for customers and prospects.
4. Develop, promote and maintain Alliance Bank website, web services, and facilitate customer requests.
5. Develop, promote and maintain Voice Response system.
6. Develop, promote and maintain a Prepaid Card program.
7. Maintain ATM machines and balance ATM daily processing.
8. Attend webcasts, seminars, and other training as appropriate
9. Serve on and/or chair appropriate committees.
10. Willingness to take on new responsibilities and challenges.
11. Participate in bank and community activities.

SUPERVISION RESPONSIBILITIES

Directly supervises non-supervisory person in the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates degree from college or technical school with emphasis on computer science; five (5) years related experience and/or training; or equivalent combination of education and experience and two (2) years of management experience.

