

PRESIDIO BANK JOB DESCRIPTION

Department: <i>Cash Management Operations</i>	Position Title: Cash Management Operations Manager
Reports to: <i>Fang Tan, SVP, Cash Management Solutions Manager</i>	Position Type: <input type="checkbox"/> Exempt
Location: <i>Walnut Creek</i>	Prepared/revised by: <i>Fang Tan 02/04/2019</i>

Position Overview:

Oversee operations for a variety of centralized services and duties pertaining to cash management services: Online Banking, Remote Deposit Capture, Automated Clearing House and other assigned duties. This position is a key liaison to deliver excellent customer service and support to multiple banking offices.

Principal Duties and Responsibilities (Essential Functions):

- Subject matter expert in all Cash Management products/services
- Oversee operations for Cash Management products, services and staff
- Establish and maintain procedures for Cash Management products/services
- Create training procedures and material for products/services
- Provide training for branches on products/services
- Maintain healthy and conducive relationships with bank vendors
- Stay apprised of changes and updates to cash management services
- Compile various operational reports for management
- Ensure department is compliant under all applicable laws and regulations
- Maintain and track equipment inventory
- Provide support as needed to Cash Management Solutions Manager
- Provide back-up to Central Services are needed

Supervision Received:

- *Individual in this capacity will report to Manager, Cash Management Solutions*

Supervision Exercised:

- *Responsible for direct supervision of cash management operations staff*

Required Qualifications & Skills:

- Minimum high school diploma
- Minimum 3-5 years experience in bank operations; preferably with management experience
- Strong working knowledge of banking operations and experience with banking regulations
- General knowledge of Microsoft Excel and Word
- Strong verbal and written communication skills

- Ability to multi-task in a fast paced work environment.
- Self-starter, motivated
- Light traveling may be required to banking offices
- May require periodic weekend work hours

Training and Advancement:

- Industry specific courses & webinars provided
- Exposure to various level executives providing career enhancing advice

Employer of Choice

Presidio Bank provides extensive training, guidance, and the opportunity to gain valuable experience in financial services within the banking industry. We strive to be an extraordinary place to work, having the best talent and friendly corporate culture. Communications are respectful, positive and honest, encouraging employees to take be proactive and take initiative. A healthy work-life balance is encouraged. Employees are proud to be a vital part of our community and we are recognized as being on the SF Business Times list of Top Corporate Philanthropists. Ultimately, hard work balanced with fun and laughter, makes Presidio Bank a desirable place to work.

About Presidio Bank

Presidio Bank provides business banking services to small and mid-size businesses, including professional service firms, real estate developers and investors, and not-for-profit organizations, and to their owners who desire personalized, responsive service with access to local decision makers. Presidio Bank offers clients the resources of a large bank combined with the personalized services of a neighborhood bank. Presidio Bank is headquartered in San Francisco, California and currently operates five banking offices in San Francisco, Walnut Creek, San Rafael, San Mateo and Palo Alto. More information is available at www.presidiobank.com. Presidio Bank is a member of FDIC, Equal Housing Lender, and Equal Opportunity Employer.