



Cash Management Officer

Position Overview

The Cash Management Officer is responsible for developing new business and enhancing relationships by meeting the product and service needs of clients and prospects utilizing a consultative sales process that includes analyzing cash flow and operations, structuring client -specific cash management solutions, and formulating a sales and presentation strategy to achieve goals and increase fee income.

Position Responsibilities

Marketing

Formulates client specific marketing strategies for assigned territory. Maintains an effective, active and volume driven calling effort to develop new business with existing and prospective clients. Advises client/prospect on cash management product selection and account structuring. Proactively cross-sells and refers as appropriate all Bank products and services such as Deposit, Merchant, Business Banking and Personal Banking services. Possesses a valid driver's license and the ability to operate an automobile and travel .

Proposal Writing

Prepares and presents professionally written and well-articulated proposals, recommending products and services that would be of value to the client/prospect. Responds to Requests for Proposals, formulating strategy necessary to win bid and achieve targeted risk-adjusted returns on the relationship.

Sales and Follow-Up

Maintains a scheduled calling program for existing clients to ensure high-quality servicing and identify additional needs to enhance relationships. Makes joint calls with Branch Managers, Relationship Officers, Senior or Executive Management as needed. Maintains documentation of the sales process to insure complete sales coverage of the assigned territory and monitor/report progress in achieving sales and performance goals.

Follows-up with clients and prospects to close sales. Obtains fully executed contracts and documentation and directs implementation with the appropriate Service areas.

The qualified applicant for the Cash Management Officer position meets the following basic qualifications:

- College degree, equivalent work experience or Certified Cash Manager (CCM) designation.
- Demonstrated use or knowledge of cash management and electronic banking systems.
- Demonstrated sales and marketing skills.
- Minimum of 2 years directly applicable experience including direct customer contact.
- Understanding of the basics of treasury management, short term investments and bank payment system.
- Possesses basic understanding of Microsoft Word, Excel, PowerPoint, Outlook, Internet access and data communications.
- Demonstrated verbal and written presentation communication skills.



Supervision

Has leadership responsibility for a team of other sales/service teammates.

Compliance and Risk Management

Manages and supports all regulatory compliance and bank policy requirements for cash management services. Performs systematic audit routines of customer usage for compliance and risk management. Provides compliance reporting to bank audit committee and bank risk management. Manages the initial relationship approval process and annual certification process.

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