



Assistant Branch Manager Job Description

TITLE:	Assistant Branch Manager	CATEGORY:	Full Time Non-Exempt
DEPARTMENT:	Poulsbo Office	REPORTS TO:	Branch Manager
SHIFT:	Monday-8:00 a.m.-5:30 p.m. Tues-Friday; 8:30 a.m.-5:30 p.m.	DATE:	03/23/2026

SUMMARY

The Assistant Branch Manager is responsible for supporting branch operations, developing and maintaining strong client relationships, and delivering exceptional customer service. This role processes transactions, assists customers with account selection, cross-sells Bank products and services, and opens, maintains, and closes all account types. The Assistant Branch Manager promotes the Bank in a professional, consultative manner while ensuring compliance with all policies and applicable state and federal regulations, including BSA/AML requirements.

This position supports the Branch Manager, manages branch operations in their absence, and contributes to overall branch performance and business development efforts.

Assures compliance with all Bank policies and procedures, as well as all applicable state and federal banking regulations, including BSA/AML.

ESSENTIAL DUTIES

- Models a culture of exceptional customer service, professionalism, integrity, and accountability while representing the Bank in a consultative manner.
- Supports the Branch Manager and manages branch operations in their absence; maintains cross-training in all branch functions.
- Ensures effective communication and implementation of policy and procedure changes; conduct staff training as needed.
- Ensuring compliance with all internal policies and applicable state and federal banking regulations, including BSA/AML and other regulatory requirements.
- Participates in daily branch operations, reviews reports, and ensures compliance with all policies, procedures, and regulations, including loss control and Bank Secrecy requirements.
- Processes transactions accurately while serving as a trusted advisor and ensuring consistent follow-through.
- Opens, sells, and maintains all financial accounts and services; completes and submits related applications (credit cards, remote deposit capture, merchant services, cash management, ACH, etc.).
- Provides operational, compliance, administrative, and marketing support as needed.
- Mentors and cross-trains team members to support branch success.
- Actively participates in business development and community engagement activities.
- Maintains a clean, organized, and professional branch environment.
- Demonstrates ethical conduct, professionalism, teamwork, and commitment to organizational goals and values.



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MINIMUM REQUIREMENTS

- Preferred: Three years of related banking experience and/or training; or an equivalent combination of education and experience.
- Preferred: Demonstrated leadership experience, including the ability to supervise, train, mentor, and support team members.
- Basic understanding of state and federal banking regulations and Bank operational policies.
- Intermediate typing skills.
- Basic math skills, including the ability to accurately count and balance currency, coin, and negotiable instruments.
- Strong oral, written, and interpersonal communication skills.
- Effective organizational and time management skills.
- Ability to meet deadlines, work independently with minimal supervision, manage multiple interruptions, and learn new tasks efficiently.
- Current Washington State driver's license and appropriate vehicle insurance if required for job duties.

These above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management reserves the right to change this position description at any time according to business needs. We are proud to be an Equal Opportunity Employer.

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