

**AMERICAN NATIONAL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Cash Mgmt Product Development and Client Liaison

**DEPARTMENT:** Cash Management

**CLASS:** Exempt

**GRADE LEVEL:** K

**JOB GROUP:**

**EEO TITLE:**

**DOO:** 2/2010

**DOR:**

**JOB SUMMARY:**

Integrates functional activities within the Cash Management network from a customer centric perspective for all Cash Management products to achieve overall business goals but primarily in the Cash Management arena. Executes overall Cash Management product initiatives.

Works closely with other managers and officers to ensure high levels of communication and team spirit.

Develops and administers training materials and curriculums as appropriate and as related to specific products and services offered.

Works with high profile Cash Management customers in the evaluation and integration of services which will enhance American National Bank's relationship.

Responsible for timely completion of required training applicable to the position and regular and effective application of such training in the performance of the position.

**ESSENTIAL JOB FUNCTIONS:**

1. Effectively identify and manage projects that will positively impact the organization's bottom line, including but not limited to fee analysis, product analysis, and continuous improvement of processes, procedures, and streamlining efforts. This will include the evaluation of existing and potential products to ensure we are competitive and ensure that staff is aware of products and their application. (30%)
2. Responsible for analyzing and implementing systems and procedures to create greater efficiency and effectiveness in the delivery of products and services to Cash Management customers. Includes evaluation and implementation of management and performance software to promote efficiency and effectiveness in delivery of services – products may include: CRM, Messenger, Viewpoint, RDC, FTNI, merchant services, Corporate Bill Pay and others to be determined. Responsible for the product specifications as related to implementation of new systems. (25%)
3. Works in close collaboration with and engages employees throughout the bank in cross-functional teams to resolve problems related to the effective sales and service delivery and achieves the bank's goals (15%)
4. Works with the bank's high profile Cash Management customers and prospects in the evaluation and integration of services to enhance American National Bank's customer relationship. This may include Webex presentations and/or other means of communicating with customers and prospects. (25%)

**MARGINAL JOB FUNCTIONS:**

1. Performs other related duties as assigned by management. (5%)

**PERSONAL FINANCES:** Must have the ability to manage personal finances.

**NECESSARY KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of bank operations and the financial services business is essential.
2. Knowledge of word processing, excel, and database software. Prefer SQL experience.
3. Knowledge of compliance regulations.
4. Skill in operating office equipment.
5. Ability to work independently
6. Excellent time management, analytical, and organizational skills
7. Progressive technical experience with project management, business process analysis, and systems integration skills with an understanding of network and system components. Participating in unit and assurance testing.
8. Strong project organization, team building, and communication skills both internally and with customers.
9. Ability to establish strategic technical direction and translate concepts into actionable, implementation plans and identify technologies that improve productivity and provide value to the bank and its customers.

**EDUCATION & EXPERIENCE:**

1. College graduate or equivalent.
2. Fifteen+ years of progressive Banking experience preferably opening new accounts, customer service, business banking services, bank operations with a technical emphasis.

**PHYSICAL REQUIREMENTS:**

0-24%    25-49%    50-74%    75-100%

Seeing: Must be able to read documents, print-outs, computer screens and other communication.				X
Hearing: Must be able to hear to communicate with customers and co-workers.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling etc.:	X			
Fingering/Grasping/Feeling: Must be able to write and use keyboard.				X

**PHYSICAL DIMENSIONS:**

Light Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Job involves sitting most of the time and if walking and standing are required, only occasionally.

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.