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# Example of Small Business Manager Job Description

Our company is growing rapidly and is looking for a small business manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for small business manager

* Understanding of business lending profitability drivers and credit risk principles
* Identification and rectification of customer pain points across business lending processes
* Oversee and provide exceptional service to clients including tax, accounting, and advisory services
* Manage production of monthly, quarterly, and financial reports and benchmarking
* Manage production of annual tax returns for business and individual clients including review and signature on returns
* Provide recommendations for business and process improvements
* Work with other managers to insure workflows are efficient and streamlined in and between offices and in and between audit and tax functions
* Coach, train, and mentor staff on client service, tax, and accounting matters
* Provide leadership to the Southern Wisconsin Advantage practice by promoting teamwork, developing proper training and mentoring, and managing workflow
* Engage partners and execute upon deal workstream

## Qualifications for small business manager

* Strong experience in general banking
* Proven experience in business/commercial lending product management
* Strong understanding across process and operations for business lending
* Experience of credit policy for business lending
* Expert knowledge of the Bank’s Small Business tools and resources, such as Resource Centre for business, ScotiaSkills and Small Business Certification Program
* Expert knowledge of credit processes and policies, including ACE/Scotiaworx and GRM-Small Business