



lake michigan FINANCIAL CORPORATION

Job Description

Job Title:	Professional Development Program employee
Department:	Various departments
Reports To:	Various Dept. Managers / Human Resources
Location:	All locations
FLSA:	Exempt
Revision Date:	December 15, 2010

Summary

Professional Development Program employees participate in a formal, intensive training program lasting approximately 3 years. The training consists of a combination of intensive hands-on learning, a general overview of particular areas, and attending offsite and onsite seminars.

The purpose of this program is to produce well-rounded bankers while developing a comfort and aptitude for sales.

The following are the functions included in the job rotations:

Credit - This will focus on statement analysis, preparation of cash flow and collateral review, in-depth commercial loan product training, loan documentation, loan meeting approval presentation preparation, loan work out, regulatory and compliance training as it relates to commercial lending, and sales training.

Loan Documentation- Employees will develop their ability to process many types of loans. This experience enables employees to have the knowledge of what paperwork and process is necessary for various loans.

Client Service / Cash Management Sales - A retail banking component will expose our training program employees to branch and deposit products, provide front desk experience, teach consumer lending, introduce cash management products, sales training, and provide exposure to bank regulatory and compliance legislation.

Loan Review / Compliance – Employees will spend time working with the Compliance/Loan Review Officer and actually work through a loan review session for the bank to understand this aspect of the business.

Lending - All employees will develop their sales skills by mentoring with relationship managers, completing a sales training program and completing joint sales calls.

Mortgage - The training program will include a rotation in the mortgage department with the experience including time spent with the sales manager, mortgage lenders and processor closer. Once this rotation is completed, the training program employees will understand the basics of the mortgage process from application to closing.

Operations/Administration/Finance - Bank operations and administration training will include exposure to the back office functions and also to administration functions including accounting control, ALCO management, pricing, and bank technology.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Please refer to the separate position descriptions for the essential duties and responsibilities of each rotation.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A.) in accounting or finance from a four-year college or university with a minimum 3.0 G.P.A. Prior banking experience is desirable.

Language Skills

Ability to read, analyze, and interpret financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management, public groups, and/or boards of directors.

Also required are strong written and verbal communication skills.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, percentages. Ability to use a financial calculator to calculate payments, interest, present value, future value and amortization.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Working knowledge of current required systems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.