

Executive Operations Assistant

Classification:

Non-exempt / Full-Time

Reports to:

Vice President – Operations/Chief Administrative Officer

Job Description Creation / Review date:

January 2017

JOB DESCRIPTION**Summary / Objective:**

The Executive Operations Assistant will be responsible for working directly with the Chief Administrative Officer and assist in the development and administration of policies and procedures that affect the daily and efficient operation of the Bank and its branch locations, including deposit operations, product development and implementations, core system maintenance and access rights, participate in and promote products or services at company events, employee training programs, bank security and safety, BSA and other responsibilities as delegated. The position works under the direction of the Chief Administrative Officer and may perform duties as delegated or in other such capacities as directed by the Chief Administrative Officer.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential functions include but are not limited to the following.

1. Be fully knowledgeable with all Bank products, services, fee schedules, policies and procedures.
2. Be fully knowledgeable and proficient with the daily responsibilities of the Deposit Operations department including but not limited to:
 - a. Process daily NSF returns, returned deposited items, ACH rejects, Large item verification
 - b. ATM/Debit card processing and maintenance, EFT adjustments, Reg. E dispute resolution
 - c. Regulations D, DD, and E
 - d. Levy processing, legal documents, notices, and other related mailings
 - e. Review and approval of daily exception, activity, and maintenance reports
3. Maintain access to system applications, perform and become proficient in core system maintenance
4. Assist with the development and implementation of new products and services including ongoing research related to the development of new services as needed.
5. Act as a case management contact with core processor
6. Participate in community affairs to increase the Bank's visibility promote the Ban's products and services, and enhance the Bank's growth and business opportunities.
7. Assist with the development of Bank procedures and product disclosures and ensure policy guidelines are being followed by branch employees.
8. Be fully knowledgeable of the dormancy and escheatment process.
9. Oversee and maintain the Bank's electronic document retention process
10. Assist with and perform BSA responsibilities as requested
11. Assist with the maintenance of bank security logs, procedures, and reports

Competencies:

1. Capacity to learn technical subject areas.
2. Ability to utilize knowledge, training, and bank policy to make decisions.
3. Detail orientation.
4. Organizational skills.
5. Computer proficiency.
6. Management and supervisory skills

Supervisory Responsibility:

This position does not have any supervisory responsibility; however, a sufficient level of authority will be given to provide necessary approvals on behalf of the Chief Administrative Officer in related areas.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job.

While performing the essential duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type / Expected Hours of Work:

This is an hourly full-time position. The Bank's normal business hours of work are Monday through Friday, 9:00am to 5:00pm. Hours of work may vary due to bank events or as necessary to meet deadlines and the needs of the Bank.

Travel:

Travel is generally limited to visits to other Bank office locations during the business day. Limited travel may also be needed in connection with seminars, conferences, and other employee training efforts.

Required Education and Experience:

1. College degree (bachelor's or associate's) and/or 5+ years of related bank operations or management experience
2. Proficient with Word and Excel software and Outlook.

Preferred Education and Experience:

1. Professional licenses or certifications in related area

Additional Eligibility Qualifications:

1. None required for this position.

EEO Statement:

Lincoln 1st Bank provides equal employment opportunities to all employees and applicants without regard to unlawful considerations of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability, perceived disability, and AIDS and HIV status or any other classification protected by applicable local, state or federal laws. Reasonable accommodation is available for qualified individuals with disabilities, upon request.

Lincoln 1st Bank expressly prohibits any form of workplace harassment or unlawful discrimination against individuals on the basis of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, ancestry, physical or mental disability, medical condition (including medical characteristics), marital status or any other classification protected by local, state or federal laws. Any employee who violates this prohibition will be subject to disciplinary action, up to and including termination of his or her employment.