

JOB DESCRIPTION

Job Title: Vice President/Bank
Organization Segment: Young Americans Bank
Reports to: President
Status: Salaried/Exempt

Position Summary:

The role is a hands-on position responsible for the overall management of the bank and regulatory compliance. Oversees the operation of the bank functions, including deposits and lending. Ensures that the new accounts area and teller operations are run efficiently and within regulatory standards. Represents the bank in key community activities to promote the organization's mission of financial literacy.

Position Responsibilities:

Bank Management

- Responsible for daily operations of all bank functions including deposits, loans, credit cards, and ATMs.
- Reviews daily financial and activity reports to ensure proper accounting practices are adhered to and correct booking of entries are completed.
- Regularly assist with completion of daily work, which includes return items, overdrafts, unposts, ACH rejects, and Fed Funds.
- Supervises all aspects of the bank's loan products to include: installment loans, youth business loans and credit cards.
- Leads outreach efforts to increase awareness of the Bank's mission and services.
- Serves as back up to new account and teller roles.
- Leads the formulation and implementation of bank services, policies, and procedures obtaining the President's approval before implementation.
- Monitors adherence to budget items.
- Serves as bank's primary contact for all bank vendors, approving invoices for payment.
- Responsible for hiring and training all bank personnel.
- Supervises the bank's officers, including preparation of annual evaluations.
- Oversees preparation of and verifies accuracy of all quarterly reports for the Board of Directors.
 - Includes quarterly activity report, the adequacy of the loan loss reserve, exception items, operational losses, outstanding reconciling items and overdrawn accounts.
 - Communicates with the Bank Chairperson stories to bring the operation alive in board meetings.
- Monitors savings interest rates paid by other institutions and recommends changes as appropriate.
- Serves as Co-Security Officer and assists with maintaining security in bank.

Compliance Officer

- Acts as the Compliance Officer ensuring the bank complies with all banking regulations.
- Maintains and implements the Bank's compliance program.
- Conducts risk assessments to identify, monitor, and mitigate risk exposure to the organization.
- Serves as primary liaison to outsourced internal auditors and external examiners as required.
- Regularly presents findings at quarterly Board meetings.

Secretary to the Board of Directors

- Prepares board meeting packets and maintains board records.
- Records minutes of meeting and reviews with President, bringing to attention any outstanding issues including director attendance.
- Maintains board policies, making changes as approved by the Board; maintains director rosters and director meeting attendance.
- Notifies appropriate regulatory agencies of new and retiring directors.
- Participates in activities of the Bank, Holding Company, and Center Boards, and may serve as staff representative to board committees.
- Assists with all board coordination and orientation.

Management Team

- Serves as a member of the senior management team.
- Supports major events of the organization through attendance and participation.
- Keeps President informed of sensitive or special situations affecting the organization and of people who have contributed their time or money.
- Participates in the development of the strategic plan, annual operating budgets and specific goals of the organization.
- Keeps in constant communication with other members of management to insure full coordination and cooperation between functions and the full utilization of all of the organization's resources.
- Supports and promotes our organization culture.
- Establishes methods and procedures to ensure open and effective communication, both horizontally and vertically within the organization.
- Pursues personal and professional growth, and maintain an awareness of current trends in banking, education, human services, regulations, and topics relating to children.
- Represents and promotes the organization and programs at exhibitions and seminars.
- Actively seeks partnerships with other youth organizations to further collaboration and prevent duplication of efforts.
- Represents Young Americans Bank at select community groups such as Jump Start Coalition and other focus groups.

Essential Knowledge, Skill, Abilities:

- Knowledge of governmental requirements affecting bank reporting and auditing procedures.
- Knowledge of fundamental accounting concepts, practices, theories and procedures.
- Knowledge of teller and new account operating procedures, policies and practices.
- General knowledge of computer programs i.e. Word, Excel and banking systems.
- Ability to establish good rapport with children, teachers, adult volunteers and others.
- Knowledge of the principles and practices associated with effective supervision.
- Ability to work effectively in a team environment.
- Ability to multitask.
- Ability to teach and communicate effectively, both orally and in writing, with children and adults.
- Flexibility to work irregular hours including some evenings and weekends.
- Acts as a Notary.

Education and Experience:

- Bachelor's Degree in Accounting or Finance or the equivalent combination of training and experience.
- Minimum five years of progressively responsible experience in bank operations which includes overseeing employees engaged in loan, teller, new account and other banking activities.

Compensation/Benefits: The salary range for this position is \$72,800 to 109,200. The salary will be commensurate with skill level and applicable experience.

Medical, Vision and Dental insurance: Employee cost is 10% of the employee-only premium per month. In addition, we cover 67% of any addition cost for spouse and/or family if elected by employee, remaining 33% is paid by the employee per month. Offer group term life, accidental death-dismemberment life insurance and long-term disability insurance (no cost to employee).

401(k) Plan: Young Americans matches 25% of the employee contribution based on IRS plan limits. Company match is fully-vested immediately.

PTO (Paid Time Off) / Holidays:

- Date of hire through 5 years - 120 hours
- 6 through 10 years – 160 hours
- 11 + years – 200 hours
- 11 paid holidays

Date Approved: 5/31/2022

