



Savings Bank
OF MENDOCINO COUNTY
Member FDIC

Job Description

Job Title: Administrative Assistant
Department: Controllers Department
Reports To: Chief Financial Officer
Salary Grade/Salary Range: 8 (\$16.48/hr - \$26.33/hr)
Revision Date: June 10, 2015

Position Summary

Under general supervision, but in accordance with established policies and procedures, performs a variety of secretarial, accounting and reporting duties for the Investment Department and Chief Financial Officer.

Essential Duties and Responsibilities

- Acts as Secretary to the Board of Directors with all duties included therein (see separate list of responsibilities at the end of this document).
- Acts as receptionist for the Investment Department as well as for the CEO and Chairman of the Board; includes opening and distributing departmental mail.
- Maintain an organized filing system for departmental correspondence.
- Produce miscellaneous reports and correspondence as requested by CFO, Controller, CEO and Board Chairman.
- Maintain department calendar.
- Receive reservations for use of the Board Room; place on Bank-wide calendar.
- Responsible for maintaining and ordering the required supplies for the Investment Department.
- Schedule appointments for staff members, as appropriate.
- Prepare and upload Bond report for the Board of Directors meetings.
- E-mail the Overdraft Report to applicable account representatives for comments the morning of each Board meeting.
- Responsible for general accounting duties for the Bank's Building Corporation, including the monthly balancing of the General Ledger, DDA, Savings/MMA and CDs as well as processing year-end 1099s for vendors.

- Monitor and maintain Inactive Public Deposits (“IPDs”); prove General Ledger Public Fund report.
- Responsible for generating the local agency deposit report on a quarterly basis.
- Maintain shareholder information and produce the appropriate stock certificates, reports and disbursements as required including the processing of year-end 1099s for shareholders.
- Prepare and print Bank quarterly shareholder dividend checks and ACH dividend payments.
- Responsible for producing and distributing to selected staff the Bank’s deposit rates on a weekly basis and obtaining rate information from outside sources when requested by the CFO.
- Wells Fargo Bank Bond Safekeeping: reporting and monitoring via the Wells Fargo Bank Corporate portal.
- Schedule monthly maintenance and bi-weekly detailing of bank cars; produce missing mileage report on a regular basis for CFO review.
- Acts as recording secretary for Senior Management and Strategic Planning Committees and maintains the minutes for each.
- Upload items to Committee Portals as needed.
- Process and remit quarterly state and federal tax payments for Bank and Bank Building Corporation.
- Compile bi-weekly federal and state backup withholding information; transmit electronic payments; post transactions to General Ledger.
- File federal annual backup withholding report; file quarterly and annual backup withholding reports for state.
- Back-up Accounts Payable clerk.
- Maintain parking list for Smith Street (upper) and Henry Street (lower) employee parking lots.
- Produce daily supplemental attendance report for the department.
- Assist the CEO, as needed, with Chessall Scholarship correspondence
- Other duties as assigned.

Qualification Requirements

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 Requirements

Requires a minimum of one year of experience in a multi-task, detail-oriented position; or an equivalent combination of education and experience. Experience and/or education in banking or finance preferred.

Minimum Typing Speed Required

50 wpm or higher.

Language Skills

Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals, policies and memorandums. Ability to write routine correspondence and communicate effectively and tactfully, orally and in writing with fellow employees, customers, vendors and management.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration and percent. Ability to use a basic calculator.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities

- Ability to operate a PC with above average experience in word processing and spreadsheets.
- Good organizational skills and ability to comprehend job duties and follow through to completion.
- Ability to communicate effectively orally and in writing with customers, departmental staff and other employees.
- Ability to prioritize job projects.
- Ability to work independently and complete assigned projects with minimal supervision.
- Position may require occasional overtime.

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 stand, walk, sit, reach with arms, talk or hear and use hands to finger, handle or feel objects, tools or controls. The employee is occasionally required to climb or balance, stoop, kneel, crouch and may occasionally use ladders for a variety of tasks. The employee must frequently lift and/or move 10-20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Some driving may be required.

Post-offer physical is not required for this position.

Acknowledgment:

I understand that this job description should in no way be construed as a contract for employment, but rather is intended to indicate the general nature and level of work to be performed. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to or from this job at any time. It is not designed to contain nor be interpreted as a comprehensive account of all the responsibilities and/or qualifications required of an employee assigned to this job. These job duties may be subject to change at any time due to reasonable accommodation or other reasons. Further, I understand that if I have any physical limitations or require any accommodations in order to perform the essential functions of my job, I must immediately inform my supervisor.

Employee Signature

Date

Supervisor Signature

Date

BOARD SECRETARY DUTIES AND RESPONSIBILITIES

- Attend Board meetings
 - Regular Meetings - 2nd and 4th Wednesday of every month at 2:00 PM in the Board Room
 - Special Meetings when scheduled
- Prepare minutes of said meetings
- Prepare agenda
- Prepare board packets including all standard agenda items and special agenda items.
 - Board Packet
 - Agenda
 - Minutes of previous meeting
 - Monthly financials (first meeting)
 - Bond/Liquidity Reports
 - Bond Market Loss Report (first meeting)
 - OREO Reports (first meeting) – if applicable
 - BSA reports (first meeting)
 - Policies/Charters for review and/or approval
 - Expense Check Report
 - Overdraft Report
 - Loans Booked Report
 - Loans presented for approval (kept in Board meeting folder, not uploaded)
 - Other agenda items that may be presented
- Inform Directors of any special meetings, events, etc.
- Manage Director Access
 - Upload current meeting packet
 - Schedule updates with Directors as needed
 - Poll Directors when necessary
 - Assist Directors with iPad issues as needed
 - Training and maintenance
- Prepare meeting room
 - Water placed at each Director's place at the table
 - Additional water in pitchers placed on trays
 - Set out candy dishes
 - Distribute Board mail received at bank
- Submit attendance numbers to Accounts Payable
 - Attendance template on Q drive
 - E-mail to Amanda in Accounts Payable as soon as possible after last board meeting of month

- Notify Compliance Officer of approved policies/charters
 - Send e-mail to Compliance Officer informing which policies/charters have been approved
- Prepare for Annual Shareholder meeting
 - Produce and mail all proxy materials for the annual shareholder meeting in accordance with the Bank's by-laws (proxy, cover letter, luncheon RSVP, return envelope)
 - Track all proxy votes and produce reports for the CFO or other designated "Inspector"
 - Create sign-in sheets
- Attend annual re-organizational meeting and prepare minutes
 - Keep list of motions, promotions and any item that might affect the next year re-organization meeting
- Attend Annual Shareholder's meeting and prepare minutes of meeting
 - Provide motion templates
- Occasionally prepare documents such as Certificate of Secretary
- Provide regulators with minutes and accompanying documents upon request
- Follow up responses to regulatory exams