



JOB DESCRIPTION

Job Title: Financial Analyst
Department: Finance
Reports To: VP, Finance & VP Profit Reporting
FLSA Status: Exempt

Summary

This position's responsibilities will include assistance with preparing various financial reports for the bank as well as a variety of routine duties in a production environment according to established bank procedures.

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

- Assist in the preparation of various financial reports, including monthly Board reports, quarterly ALCO meeting reports, monthly Pricing Committee reports, and the annual budget.
- Maintain and update various daily and monthly spreadsheets.
- Monitor bank activity for daily funding needs.
- Assist with the retention and distribution of correspondent bank statements.
- Research of large dollar activity on Jack Henry system.
- Run routine reporting options on Jack Henry system.
- Assist with data entry and reconciliation of monthly data in the Profitstar Budgeting/ALM model.
- Perform pre-purchase analysis on Investments considered for purchase.
- Maintain, review and file Investment purchase/sale documentation.
- Research and collection of investment data and entry.
- Assist with implementation of the Profit Reporting program and analysis.
- Assist with the record retention responsibilities of the Bank associated with the on-line and off-site storage of records.
- Post GL batches and interest rate changes.
- Assist with the writing and updating of procedures as necessary.
- Assist in the preparation of materials for internal and external audits/exams.
- Perform all work in accordance with established processing procedures.
- Ensure operational integrity through compliance with all policies, procedures and regulations.
- Perform other duties as assigned.

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.

Minimum knowledge, Skills and Abilities Required:

- Bachelor's Degree or equivalent required.
- Must pay strong attention to detail.
- Proficient in Microsoft Outlook, Word, and Excel.
- Previous experience in Finance, Investments and/or Accounting preferred.
- Previous banking or related experience preferred.
- Meet or exceed department established productivity standards while completing all of the duties listed associated with the position.
- Maintain a department quality standard while completing all of the duties associated with the position.
- Strong organizational skills.

Working Conditions

- Work frequently consists of repetitive motions.
- Ability to lift objects up to 25 lbs. occasionally.

Supervisory Responsibilities

This position has no supervisory duties.

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 talk or hear. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; walk; and stoop. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Equal Opportunity Employer

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Federal Deposit Insurance Corporation

Evergreen Bank Group is Member FDIC