



# BANKING OFFICER JOB DESCRIPTION

Job Title: **Banking Officer**

Job Class: **TBD**

Pay Grade: **TBD**

Effective Date: **February 2025**

FLSA: **Exempt**

Revision Date: **February 2025**

## NATURE OF WORK

Under general supervision, serves as the Banking Officer of the Lewis County Treasurer. Plans, directs and oversees cash management for the Treasurer's office. Upon hire, candidate begins a training plan where the supervisor will provide continuing assignments and specific instructions designed to teach the candidate investment banking in order to manage the County's cash assets under long-range administrative direction and limited supervision.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares revenue reports, investment reports, analysis and projections for the Board of County Commissioners and the County's Finance Committee in an open public session.
- Prepares financial, and/or credit analysis of all public fund money market and fixed income instruments.
- Ensure proper liquidity to meet all County and district cash demands.
- Develops and reports performance measurements of investment results.
- Interprets, applies, and complies with Washington Statute and County investment policy and procedures on the investment of public funds.
- Oversee all banking activities to include supply ordering, wire/ACH requests, customer deposit process, NSF handling, opening/closing accounts, troubleshooting bank issues and monitoring bank analysis (fee);implements process improvements in cash and banking to reduce costs.
- Serves as the systems administrator for on-line banking software including security assignments for all users.
- Researches customer service requests or complaints, and personally provides customer service for unusual, complex or difficult situations related to cash and banking issues or questions.
- Represents the Treasurer's Office to other County departments, elected officials, districts and outside agencies including but not limited to the State Auditor's Office, banks, brokers/dealers, bond rating agencies, professional organizations, and community groups.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the fields of investments, cash management and public finance.
- Monitors cash flow management and makes recommendations consistent with economic trends and in accordance with County policy.

- Performs other duties as assigned.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

**DISTINGUISHING CHARACTERISTICS:**

The position of Banking Officer is distinguished by a high level of technical knowledge in the areas of finance, investments, accounting and automated systems.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in finance, business administration or other closely related field. Graduate level course work in accounting or systems and/or possession of a certificate as a Certified Public Accountant or Chartered Financial Analyst in the State of Washington may be required.

Four (4) years of progressively responsible experience in governmental finance, accounting or auditing.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures
- Treasurer operations, policies, and procedures
- Regulations governing activities conducted by the Treasurer's Office
- Governmental finance and investment principles
- Generally Accepted Accounting Principles (GAAP)
- Spreadsheets and standard computer software applications
- Treasurer's Office records, reports, and documentation
- Automated financial and ERP systems and software
- Supervisory principles, practices, and methods

**Skills in:**

- Knowledge of the Federal Reserve and Banking System.
- Advance principles and practices of governmental accounting and budgeting, auditing and finance.
- Financial terminology and application.
- Communicate effectively both orally and in writing.
- Interpret complex financial data and develop analytical reports
- Prioritize work, organize tasks, set and meet deadlines as well as manage numerous projects simultaneously.
- Supervising the County's cash flow, debt, banking and regulatory reporting functions.

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- Preparing, presenting, and maintaining a variety of financial reports.
- Interpreting and applying a variety of regulations, statutes, agency rules, and policies.
- Utilizing spreadsheets and demonstrating advanced word processing skills.
- Establishing and maintaining effective working relationships with staff, County officials and departments, districts, outside agencies, vendors, and taxpayers.
- Supervising, leading, and delegating tasks and authority.