



Job Title: Member Services Manager – Public Deposit Collateral Pools
Reports To: Senior Vice President, Communications and Marketing

Basic Functions

- This team member will oversee the administration and successful operation of the Georgia Secure Deposit Program (SDP) and the Georgia State Pledging Pool (single-bank pool) programs. GBA administers these programs for the State Treasurer's office to ensure banks fully protect from losses the deposits of public entities such as state, county or municipal governments and schools.
- This team member will also support the GBA Member Service team in business development and administration for GBA's other products and services for member banks, as assigned.
- This team member will supervise the work for this program performed by a shared employee with another GBA department.

Job Requirements

- Bachelor's degree in business, accounting, finance, economics or a related area.
- 3-5 years' post-graduate professional work experience.
- Considerable experience in the management of a financial program , which includes responsibility for various banking activities such as securities, collateral investments, financial analysis, trend analysis, accounting, risk management, cash management, and investment management.

Primary Responsibilities

- Manage the successful operation of the two public deposit collateral pool programs.
- Ensure banks participating meet the requirements of the laws governing the programs and all of the program and policy guidelines.
- Review the financial condition of participants.
- Review and authorize transaction requests.
- Prepare monthly, quarterly and annual financial and other reports as necessary.
- Prepare annual budget for the programs for review/approval by GBA and the Office of the State Treasurer.
- Direct and evaluate GBA's participation in the development, installation, and modification of computer and manual accounting systems, internal controls, security standards, and documentation/record retention.
- Manage billing of program participants and the Treasurer in coordination with GBA Accounting department.
- Serve as primary contact about the administration of the program with the Treasurer, participants and custodians.
- Research and understand state and federal laws regarding banks and savings and loan associations, securities, and perfected security interests.

Desirable Skills

- Financial analysis and accounting
- Banking experience with public deposits, collateral management, securities
- Ability to effectively develop and present budgets and financial analysis reports
- Database management
- Ability to prepare well-written reports and correspondence
- Ability to organize and prioritize work effectively
- Ability to interact effectively with people
- Ability to speak to groups of varying sizes
- Excellent Microsoft Office suite skills
- Self-directed worker

Compensation: negotiable depending on experience and salary history

Benefits: Employee and dependent medical and dental insurance, 401(k) plan with match, defined benefit pension plan and more

Email resume to: David Oliver, GBA, doliver@gabankers.com