

Georgia Bankers Association Job Description

Job Title: Collateral Pools Program Analyst
Reports To: Public Deposit Collateral Pools Director

Join us and make a meaningful difference in ensuring the financial well-being of our community and state. Embrace a role that combines financial expertise with public service. Apply now to help us fulfil this team's mission to protect and enhance Georgia's financial landscape.

About Georgia Bankers Association:

Georgia Bankers Association (GBA) is the trade and professional organization representing the interests of banks in the State of Georgia. The GBA serves its members by providing advocacy, community, education and services.

About this position:

The Collateral Pools Program Analyst will join a team that supports the management and administration of the Georgia Secure Deposit Program (SDP) and the Georgia State Pledging Pool Program (single bank pool). GBA administers these Programs for the Office of the State Treasurer of Georgia (OST) to ensure banks comply with state laws designed to fully protect deposits of public entities, such as state, county, municipal governments and schools, that exceed FDIC insurance coverage.

GBA handles all aspects of administering these pool programs including customer service inquiries, website development, financial and regulatory review, billing, audit confirmations, contract administration and onboarding new bank participants.

As the Collateral Pools Programs Analyst, you will:

- Assist management in reviewing, preparing, and archiving banks' program agreements and other related documentation to ensure documentation is complete and accurate.
- Review and authorize transaction requests, ensuring compliance with regulations.
- Prepare and analyze various financial reports for management and OST.
- Provide exceptional customer service to program participants and assist in onboarding, training and support needs.
- Prepare audit confirmations for audit firms, program participants and public depositors.
- Prepare or review various fee invoices for both pool programs and collect past due payments.
- Contribute to the ongoing development and enhancement of systems, processes and controls for optimal program efficiency.
- Coordinate modifications to required program documents, agreements and exhibits for both pools.
- Prepare instructional and procedural materials for internal use.
- Perform research to ensure the integrity of data reported monthly by participating banks.
- Monitor banks and custodians for financial stability.
- Maintain a keen understanding of all applicable laws, regulations and requirements pertaining to public deposit accounts and these programs.
- Participate in research and evaluation of new products, services and legislation as required by GBA, OST, other state treasuries and state banking associations.

Education & Qualifications

- Bachelor's degree from an accredited college or university in business, accounting, finance, or closely related field and three to five years of professional business experience, preferably in banking, financial services, investment banking or public finance, or the equivalent combination of education and experience.
- A strong sense of accountability and attention to detail.
- Strong analytical, research, problem-solving and organizational skills.
- Excellent time management skills and the ability to handle multiple tasks under tight deadlines.
- Exceptional customer service skills.
- Effective written and verbal communication skills.
- Ability to interact effectively with all levels within any organization.
- Be a team player and foster teamwork.
- Proficiency in Microsoft Office applications (Excel, Word, PowerPoint).

What's in it for you?

- Competitive salary and benefits program
- Opportunity to work from home or a remote office, promoting work-life balance.
- Annual bonus program tied to achieving goals and company performance.
- 100% company-paid medical and dental benefits for you and immediate family available
- No-cost 24/7 telehealth access
- Additional insurance plans available including vision, cancer, accident, long-term disability and spousal disability
- Generous Paid Time Off policy and paid parental leave
- 401(k) plan with match
- Flexible Spending and Dependent Care Reimbursement plans

Location

While based at our downtown Atlanta office, we support a flexible work environment, allowing for home or remote-office work to promote work-life balance and efficiency. Other than GBA office visits or possible meetings at the Office of the State Treasurer, there is no regular travel associated with the job.

To Apply

Email cover letter of interest including salary requirement information and a detailed resume to **David Oliver**, EVP & Chief Operating Officer, Georgia Bankers Association, doliver@gabankers.com, **AND** **Sherry Scruggs**, Public Deposit Collateral Pools Director, Georgia Bankers Association, sscruggs@gabankers.com.