Arizona Bankers Association
Job Description

Job Title: Executive Administrator
Reports To: Chief Operating Officer
FLSA Status: Exempt
Prepared Date: 11/22/2021
Approved Date: 12/1/2021

SUMMARY
Maintains member relations services. Executes project management and follows through on tasks assigned from member recruitment and retention plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages President & CEO and COO calendars to support the prescribed contact schedule for each member bank and associate member POC.
- Maintains paper and electronic files for all members, events & committees.
- Maintains regular communication with Board of Directors regarding board meetings and events.
- Processes routing accounting duties: payables & receivables to be reconciled by the accounting firm Christophel & Hagen ensuring timely payment and reconciliation for office billing & event revenue/expenses.
- Regularly updates prospects in Salesforce/Pardot database, regularly updates webpage content, maintains weekly correspondence with membership on behalf of the association.
- Manages travel arrangements and registration for conferences/events on behalf of President & CEO and COO.
- Coordinates with government relations liaisons for state legislature meetings for Banker Day & Congressional Roundtable/legislative meetings.
- Coordinates with scheduling staff in Washington DC to schedule all legislative meetings with the Arizona Delegation for ABA & AzBA Washington Summit, Freshman Fly-In & advocacy workshops.
- Provides administrative support and communication for the Emerging Leader program.
- Compiles weekly newsletter content from leadership and manages electronic distribution.
- Assists partners at NewsLink to publish the quarterly Arizona Banker Magazine.
- Complete daily back-office operations tasks, such as sorting incoming mail, restocking the break room and copier room with supplies, and ordering/picking up lunch for business meetings.
- Prepares monthly materials for Board of Directors and Executive Committee meetings.
- Serves as a co-chair for committees to serve as AzBA representative when necessary.
- Research background materials and collateral materials for assisting in communicating with the membership.
- Monitor news feeds for developments that affect the association.
- Distribute publications to team members on a daily basis.
- Answer the main phone line and assist callers.
- Welcome and assist office visitors.
ESSENTIAL QUALITIES:
- A positive, “can do” attitude.
- Excellent communications skills, both written and oral.
- A “team first” mindset, driving cooperative and supportive behavior.
- Punctuality and reliability.
- Ability to problem solve and investigate how to get the job done rather than relying on regimented training or manuals.
- Works well under pressure and handling stress.
- Can complete daily tasks with minimal supervision.
- Attention to detail.

SKILLS/KNOWLEDGE REQUIRED:
- Friendly with a commitment to selfless service
- Excellent organizational and time management skills.
- Excellent communications skills, both written and oral.
- Knowledge of office policies, practices, and procedures.
- Proficiency in Word, Excel, Zoom and Microsoft Outlook Calendar.

SALARY & BENEFITS:
Salary ranges from $45,000 to $55,000 annually dependent upon experience.
Other benefits all based upon eligibility include:
- 100% health insurance premium coverage for EO (employee only)
- Retirement account contribution of 10% of annual salary after the first full year of employment is completed. Retirement contributions are made at the end of the fiscal year on behalf of the employee and not pro-rated if employment is terminated before the end of the full fiscal year
- Eligibility for scheduled and discretionary bonuses up to $1,200
- Health Medical, Dental & Vision benefit premium covered at 100% for EO, dependents may be added for market/age adjusted rates through payroll deduction
- Secured, reserved parking space located in the building with 24/7 passive & active security or reimbursement for monthly EXPRESS/RAPID 31-DAY PASS.

SUPERVISORY RESPONSIBILITIES
This position does not have supervisory responsibilities

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.

Education and/or Experience
- Four year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.

Language Skills
- Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
• Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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, ratio, and percent.

Reasoning Ability
• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
• Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills
• To perform this job successfully, an individual should have knowledge of Database software; Design software; Internet software; Spreadsheet software and Word Processing software.

Other Qualifications
Ability to support the association as the first point of contact for the association and maintain consistency of service in the office during regular business hours.

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 sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 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 and peripheral vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

DISCLAIMER
This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Association and its employees.

Submit Resume & Cover Letter via email to kwilliams@azbankers.org