

Class Concept

Positions in this class plan, coordinate, direct, monitor and manage the workflow for one or more of the three banking units of the State of North Carolina centralized banking system: the two units in Banking Operations (Special Banking Services Unit and Disbursement Account Services Unit) or one unit in the Bank Reconciliation Unit. All of these units are part of the Financial Operations Division (FOD) of the Department of State Treasurer (DST). The FOD is responsible for the efficient and prudent management of State held assets and is comprised of six areas, two of which are Banking Operations and Bank Reconciliation. The successful operations of these units serve all State agencies, community colleges and local schools and are managed by positions in the class Banking Manager II.

The essential duties of this role require the ability to ensure operational, procedural, and regulatory requirements are met. These individuals must guarantee compliance with Federal Reserve standards, State banking regulations, statutes, rules, and agency policies. They must also possess the ability to achieve goals and objectives on a timely basis. The capability to review, interpret, and approve written reports is required, as well as the ability to understand moderately complex information from outside the organization. It is also necessary for those in these positions to possess the ability to develop relationships with outside, interested parties to achieve division/organizational goals. Employees in this class may participate in the development of financial, human resources and strategic planning. They may also undertake budget-monitoring and accountability.

Recruitment Standards

Knowledge, Skills, and Abilities

- Intermediate knowledge of supervisory practices
- Thorough knowledge of professional bank/credit union theory, techniques, practices, and procedures
- Thorough knowledge of local, state, and federal regulations and statutes governing the area of work
- Intermediate knowledge of applicable information technology sufficient to independently perform duties
- Intermediate knowledge to ensure integrity of Information systems, internal controls, and data
- Intermediate knowledge of Human Resources policies and procedures
- Intermediate knowledge of internal controls, financial or bank audits
- Ability to think critically to analyze moderately complex situations
- Ability to demonstrate understanding of customer banking needs
- Ability to demonstrate interpersonal skills to develop contacts and relationships
- Demonstrated ability to manage resources and staff
- Ability to effectively coach and enhance employee competencies in their work activities
- Ability to successfully communicate complex oral and written fiscal information

Minimum Education and Experience

Bachelor's degree in banking, finance, business administration, business systems management or a related discipline from an appropriately accredited institution and four years of management experience in the field of banking, credit union, or financial services including two years of progressive experience in the field of banking; or an equivalent combination of education and experience.