

Job Description

Executive Administrative Assistant II

Executive Administrative Assistant – Office of the CFO

Location: On-site

Department: Executive

Reports To: Chief Financial Officer

Position Overview

The Executive Administrative Assistant provides high-level administrative and analytical support to the Chief Financial Officer. This role requires exceptional professionalism, strong financial awareness, advanced organizational skills, and the ability to manage sensitive information with discretion.

The position will also cross-train and fill in for President/CEO's Administrative Assistant when out of office, supporting Board-related activities, meeting preparation, and executive coordination when needed.

This is a critical role within the Executive Office, supporting strategic financial operations, regulatory readiness, and executive workflow.

Key Responsibilities

CFO Support

- Provide comprehensive administrative and analytical support to the CFO, including preparing financial data summaries, reviewing reports, and assisting with financial presentations.
- Perform entry-level spreadsheet analysis, validate data accuracy, identify anomalies, and prepare draft charts, tables, and variance summaries.
- Assist with regulatory reporting preparation, including any organization and scheduling of tasks related to FDIC examinations, State regulatory reviews, and internal audits.
- Support annual budgeting and forecasting processes by organizing or preparing worksheets, tracking departmental submissions, and updating financial templates.
- Assist with maintaining financial and accounting policies, ensuring proper version control and distribution.
- Prepare draft PowerPoint presentations, financial summaries, and talking points for CFO-led meetings, including ALCO, Finance Committee, and Board presentations.
- Review expense reports and invoices for accuracy and compliance with policy before routing for approval.
- Maintain various project logs and prepare summary updates for CFO review.
- Prepare agendas, supporting documents, and follow-up task lists for CFO-led meetings.
- Maintain secure digital and physical files for financial statements, audit materials, and regulatory documents.
- Executive Office & Administrative Support

- Fill in for President/CEO's Executive Assistant for Board of Directors meetings when out of office, including preparation of materials, document uploads, and minute-taking when needed.
 - Maintain current knowledge of bank products, procedures, and regulatory expectations relevant to executive leadership.
 - Read, route, and respond to correspondence directed to the CFO; independently handle routine matters.
 - Organize workflow, assist with prioritization of tasks, and follow up with executives and staff to ensure timely completion of assignments.
 - Assist with agendas and materials for various meetings as needed.
 - Maintain a tickler system for tracking financial, regulatory, and operational deadlines.
 - Anticipate CFO needs by preparing preliminary work for financial analyses, regulatory filings, and strategic initiatives.
 - Schedule appointments, meetings, and travel for the CFO.
 - Review and approve invoices within designated authority limits.
 - Monitor daily overdrafts of assigned accounts and make decisions within authorized limits.
 - Prepare documentation for FDIC and State regulatory exams and maintain accurate records for off-site and on-site reviews.
-

Qualifications

- High school diploma or equivalent required; bachelor's degree in accounting, finance, business, or related field preferred.
 - Minimum of 5 years of banking experience required; accounting/financial, administrative or lending background preferred.
 - Strong analytical skills with the ability to perform spreadsheet analysis and review financial data for accuracy.
 - Excellent written and verbal communication skills; proficiency in Microsoft Word, Excel, and other office software.
 - Familiarity with banking systems for loans, deposits, and financial reporting.
 - Demonstrated ability to draft professional correspondence, summaries, and reports.
 - High degree of professionalism, discretion, and interpersonal skills.
 - Ability to work independently, exercise sound judgment, and manage sensitive information.
 - Strong organizational skills with the ability to prioritize and meet deadlines.
-

Work Environment

This position operates in a professional office environment. The role requires the ability to use standard office equipment, lift up to 10 pounds occasionally, and work under pressure to meet deadlines. Telework eligibility may be available depending on business needs.

Equal Employment Opportunity

We are an Equal Employment Opportunity Employer/M/F/Disability/Veteran.