

## CORPORATE APPLICATIONS MANAGER

### Position summary:

The position is responsible for ensuring corporate activities sought by banks are consistent with safe and sound banking practices, applicable laws and Division policies. Applications submitted by banks may include, but are not limited to: de novo bank charters, interstate acquisitions, mergers, branches, and subsidiaries. This position is also responsible for the supervision of Electronic Fund Transfer Systems ("EFTS") operating within the state. The individual will supervise support staff personnel. This position reports to the Administrator of the Division of Banking.

### **50% Goal A: Ensure that the corporate activities sought by banks are consistent with safe and sound banking practices, applicable laws and Division policies.**

- A1. Review applications for completeness to determine if the appellations can be accepted for processing
- A2. Determine compliance of applications with state/federal statutes, regulations and Division policy.
- A3. Determine the current financial condition of the applicant's institution and its managerial resources.
- A4. Coordinate any field investigations that may be necessary to complete the record relating to an application.
- A5. Determine the overall financial impact to the application of the applicant's institution.
- A6. Serve as the hearing examiner for administrative hearing held to complete the record relating to an application
- A7. Approve or deny applications within scope of delegation. Communicate decision of approval or denial to the applicant.
- A8. Prepare recommendations for approval or denial of applications which require the approval of the Banking Review Board of the Administrator.

### **20% Goal B: Supervision of support staff.**

- B1. Establish and assign work priorities and work flow for support staff, monitor the performance of the support staff regarding the completion of assigned tasks.
- B2. Perform annual evaluations of support staff

B3. Monitor and recommend training programs for support staff

B4. Actively seek new ways to promote Affirmative Action efforts. Comply with, promote and use affirmative action tools whenever possible.

**15% Goal C: Supervision of Electronic Fund Transfer Systems ("EFTS") operating within the state.**

C1. Approve or deny the acquisition, placement and operation of Electronic Fund Transfer Systems ("EFTS") within the state.

C2. Ensure that ATM card rule and disclosures are in compliance with the banking statutes and regulation and that they afford consumers all the protections they are entitled to by law.

**10% Goal D: Answer verbal and written inquiries on banking issues and respond to complaints against state-chartered banks.**

D1. Respond to telephone and, written inquiries regarding banking questions from bankers and the general public.

D2. Respond to complaints against state-chartered banks made by consumers of financial products.

**5% Goal E: Other duties as assigned.**

E1. Assist Administrator and other executive staff and industry representatives in formulating new policies as they relate to application and financial business operation procedures.

E2. Develop new application forms and procedures as changes in Division policy and/or statutes occur.

E3. Advise Administrator and others regarding status or problems with pending applications.

E4. Participate in a wide variety of other office activities and assignments.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Extensive knowledge of how to assess the general financial condition of a variety of banking institutions.
2. Extensive knowledge of general financial business laws, administrative rules and a wide variety of other accepted business practices to ensure wise decisions are made concerning corporate applications.

3. The ability to perform complex financial research and prepare related conclusions.
4. The ability to analyze, understand and perform standard financial examination procedures as practiced by financial regulatory agencies.
5. Strong written and verbal communication skills.
6. Knowledge of banking operations, conditions, statutes and regulations
7. The ability to independently identify and analyze potential problems relating to complex business entities
8. The ability to make sound and educated judgment
9. Knowledge of financial examination techniques and procedures
10. An ability to travel, either by car or other means, extensive distances when and if necessary.