

Administration Manager - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Understands regulations concerning various accounts and processes
- Understands disclosure requirements for savings accounts and loan documents
- Knows computer transactions for operation of teller line and loan processors
- Knows security procedures and properly communicates them

QUALITY OF WORK:

- Complies with board policies and NCUA (banking department) regulations
- Supervises balancing of payroll, money orders, travellers cheques, general ledger accounts
- Delegates clerical work to subordinates and effectively monitors
- Keeps staff informed of policy and procedures

QUANTITY OF WORK:

- Ensures that assigned tasks are performed on schedule
- Spends adequate amount of time to support and direct task accomplishment
- Conforms to daily, weekly, monthly and other periodic work schedules

PLANNING AND ORGANIZATION:

- Organizes staff for most effective accomplishment of task
- Sets up procedures to effectively monitor work of others
- Sets goals for self to accomplish tasks
- Follows established procedures to accomplish tasks