

<b>Job Title</b>	Executive Admin Assistant
<b>Short Description</b>	administrative duties for CEO along with processing employee payroll using ADP
<b>Full Description</b>	<p>EX</p> <p>Position Description</p> <p>Department: Executive Reports to: President/CEO Supervises: None Skill Levels: N/A</p> <p>Position Purpose</p> <p>The primary purpose of this position is to assist Associated Credit Union in living out its Mission: To offer members financial products that fulfill their needs, service that exceeds their expectations, and relationships that inspire their trust.</p> <p>The Executive Administrative Assistant aids with and facilitates Executives. In addition, administer and process payroll and administer all aspects of the 401k plan for all employees at all business locations. This role administers employee payroll and acts as a liaison between employees and payroll/401k providers. This position resolves payroll-related problems and ensures effective use of plans and positive employee relations. This role provides administrative support to the Executive resource function as needed, including record-keeping, file maintenance and data entry while delivering a great member experience by embracing our core values and service standards.</p> <p>Essential Functions &amp; Core Duties</p> <ul style="list-style-type: none"><li>• Attends and prepares Minutes at the Data Processing Steering Committee quarterly meetings.</li><li>• Open, re-route and dispose of all routine correspondence directed to the President.</li><li>• Type any correspondence or reports for the President, and any Executive Vice President.</li><li>• Handle incoming and outgoing telephone calls for the President, assist with calls for any Executive Vice President.</li><li>• Perform filing duties and supervise record systems in the President's Office. (Includes filing of all correspondence and reports). Maintains central files of administration, including Credit Union files. Forward Leases to Accounting and Contracts to Risk Assessment Departments.</li><li>• Perform a variety of stenographic and clerical duties in relation to</li></ul>

special projects, directorships, civic and club memberships assumed by the President.

- Perform duties related to personal correspondence, credit union expenses, bills, and other personal tasks for the President and Executive Vice Presidents.
- Maintains calendar of events, meeting, reports, special projects, etc. for the President, Board of Directors or Credit Union in general.
- Handles all phases of bi-weekly payroll to include: changing salary, deductions, personal changes and audit, commission, tuition reimbursement, employee referral, loan automatic payment, confirm coding on timecards, prepare and transmit payroll, process payroll upon arrival, post to ACU, debit and credit functions, prepare for next cycle, back-up, record disability checks on payroll, record 457b disbursements and contributions, and group term life. Annually prepare W2 information to include a separate payroll with Health Care Values, and distribute.
- Prepare Retirement Agreement for 457(f) or Split Dollar for Executives, as applicable. Notify Accounting of amounts for wiring of funds.
- Calculate semi-annual bonus, and PTO sell for employees and process.
- On a monthly basis, prepare Overtime Report for EVP and EVP/Member Relations; prepare Commission Report for EVP/Loans and Audit Manager; and prepare PTO Report for EVP on a quarterly basis.
- Set up new percentages and changes in percentages for 401k in ADP. Submit 401k deductions on a bi-weekly basis. View web alerts and retrieve new enrollment/change forms. Audit alerts against employees who choose to not enroll. Process 401k loans and upload into CUNA's site, set up in payroll, attach confirmation sheet to Accounting. Prepare termination papers, scan and upload into CUNA's site, process upon arrival. Process in-service withdrawals and 401k loans and upload into CUNA's site.
- Audit all State and Federal Withholding Deposits, monthly and Quarterly reports.
- Track and request checks for milestone anniversaries, record in payroll and give to Officers for delivery.
- On an annual basis perform the 401k anti-discrimination testing, work with auditor on 401k audit and certify the 5500 report. File the 5500 with the Department of Labor/IRS.
- Assist Audit Department in preparation for quarterly and annual audits by the Credit Union Independent Auditors, and CUNA.
- Annually, prepare Budget Report in ADP for all salaries/insurance

and enter 401k (employer contributions in excel and send to Executive Vice President.

- Gather information for Credit Union Bond with CUNA Mutual from Managers, submit on Internet to CUNA Mutual.
- Prepare information and detail for Workmen's Compensation annual audit/prepare Director's and Management's account information for DOB and NCUA along with contracts.
- Make changes to the Call Report as necessary, i.e., closed branch, Director or Committee Member information.
- Handle telephone calls for the President/CEO, directing them to the correct Officer that can assist the member to a final resolution.

### Qualifications

Education: High school graduate along with 2-3 years experience in payroll processing.

Experience: Minimum two year experience in Payroll and two plus years of experience working with similar technology and MS Excel and Word. Knowledge of Experience working with custom reports and prior experience handling detailed audit type tasks.

### Core Competencies:

- Interpersonal skills
  - o Possesses strong interpersonal skills in such a way that demonstrates daily the credit union's core values and standards.
  - o Exercises great care and discretion when dealing with sensitive issues and confidential information pertaining to staff.
  - o Functions effectively within a team environment.
  - o Able to formulate creative solutions that strengthen the credit union's relationship with members and business partners.
- Communication
  - o Excellent verbal communication skills; able to explain policies and concepts clearly and concisely to people with different levels of understanding.
  - o Demonstrated ability to write grammatically correct, concise documents. Able to compose letters and emails appropriately and summarize laws and policies. Good at proofreading.
- Demonstrates excellent judgment.
- Must be able to deal with confidential information with the highest ethics and integrity. Understands the importance of confidentiality and consistently demonstrates this understanding in the workplace.
- Demonstrates superior attention to detail and is able to detect errors or inconsistencies in reports and spreadsheets.
- Proactively takes initiative to follow through and make sure a job is done properly and in a timely manner. Conscientious and dependable.
- Able to effectively conduct research using multiple resources.

- Demonstrates strong organizational skills and the ability to switch priorities easily and frequently when needed. Able to meet deadlines while working with frequent interruptions.
- Understands and applies team and department “best practices” and continually works for process and service improvements.
- Proficient in computer skills with MS Office (Word, Excel, Outlook) and Adobe PDF knowledge. Able to easily learn other software needed for the position. Ability to create queries, formulas and calculated fields in MS Excel and custom reporting is required if position involves reporting and data compilation functions.

General Operational Requirements:

- Basic knowledge of credit union products and services, features, and benefits.
- Flexible regarding schedule.

Performance Metrics

- Daily interaction with staff and management providing the ultimate member experience. Response time to everyday questions from staff as well as escalated issues.
- Completion of testing and enrollment process in a timely manner.
- Payroll process correctly done.
- Management of ADP and Benefits for You and response time for questions/issues from managers.
- Percent of Testing, Reports, and special projects met within an agreed upon time, scope, and budget.
- Percent of Payroll processes automated or systemized.
- Timeliness and accuracy of 401k Testing, W-2's, Payroll, Workmen's Compensation reporting.

<b>Education</b>	high school
<b>Additional Comments</b>	must be very organized and use utmost discretion.
<b>Credit Union</b>	Associated Credit Union
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<b>Expiration Date</b>	04/30/2022