

**State Bank & Trust Co.
Job Description**

Job Title: Operations Officer and Internal Auditor
Location: State Bank & Trust Co.
Reports: Board of Directors and Sr. VP & Cashier

Date: August 2010

Major Function:

To safeguard bank assets and ensure that the bank is in compliance with applicable laws and regulations. Provide support to senior operations officers in area of technology and general bank operations

Key Job Responsibilities:

- Provides high level of quality service to our existing customer base.
 - Calls on prospective and existing customers to develop professional relationships and promote bank products and services by identifying and communicating opportunities.
 - Utilizes systems and technology to enhance the effectiveness of bank efforts and provide support and guidance in various non-network technological applications utilized by the bank.
 - Participate in training and development of staff to ensure employees have the skills and knowledge required to perform their jobs.
 - Create an environment where staff is motivated to perform at their best, promoting teamwork and communication. Promote a positive bank image through community involvement.
 - Coordinate the internal audit program to ensure each area of the bank is audited regularly.
 - Conduct independent audits of financial records and control procedures to ensure the bank is in compliance with laws and regulations.
 - Provide assistance to external auditors and bank examiners.
 - Furnish periodic audit reports conducted to department managers, the Audit Committee, and the Board of Directors.
 - Ensure follow-up to deficiencies cited in bank examinations and internal and external audits.
 - Assist in monthly compliance meetings.
 - Assist with special projects and other duties as assigned.
 - Participate in Saturday and opening rotation.
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Requirements:

Bachelor's degree in related field
Strong knowledge of accounting principles and techniques
Proficient comfort level with technology applications
Strong verbal and written communication skills
Ability to handle confidential information
Demonstrated accuracy and attention to detail in previous work history

Hours:

Regularly Monday – Friday, 8:00 – 5:00
Saturday Rotation