



First National Bank
A L A S K A

MEMBER FDIC

Management Associate
Job description

OVERVIEW

Builds administrative, supervisory, technical, and business development skills in administrative, operations, and lending areas of the bank by performing the following essential duties and responsibilities.

Ability to relocate to other locations in Alaska. Travel by automobile, boat, or plane to local and out-of-town locations required. Some overtime and weekend work required. Ability to handle highly confidential information, deadlines, and time constraints required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develops a working knowledge of bank administration, operations, and lending through on-the-job training and participation in a structured schedule of job specific and leadership training.
2. Becomes familiar with bank policies and procedures, and industry practices and regulations through reading supervisory, technical, and procedural manuals, reports and publications related to the banking industry.
3. Represents the bank in the community in order to develop and promote additional business.
4. Completes special projects assigned by supervisor.
5. May be assigned temporary supervisory duties and responsibilities to further management and administrative skills.
6. May travel on temporary assignments to local or out-of-town locations to gain further technical experience.
7. Performs other work-related duties as assigned by supervisor.

QUALIFICATION REQUIREMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **EDUCATION and/or EXPERIENCE:** Bachelor's degree in business administration, finance, marketing or a related field, or four years related financial industry experience; or equivalent combination of education/training and experience required. Sales, marketing, and supervisory experience preferred.

- **SKILLS and ABILITIES:** Word processing and spreadsheet experience required.
- **LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to inquiries from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management and the public.
- **MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.
- **REASONING SKILLS:** Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **LICENSES, CERTIFICATES, and REGISTRATIONS:** Must possess and maintain a valid State of Alaska driver's license and provide a current copy of an Alaska Department of Motor Vehicles Report (MVR) evidencing a good driving record.

**First National Bank Alaska is an equal opportunity employer.*