

**VERABANK  
JOB DESCRIPTION**

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**JOB TITLE:**                   **CFG Investments Staff Assistant**

**DEPARTMENT:**               **CFG Investments**

**INCUMBENT:**               \_\_\_\_\_

**SUPERVISOR:**               **Program Manager**

**FLSA STATUS:**               **Non-Exempt**

**DATE:**

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**JOB PURPOSE**

To make a positive long term contribution to the growth and profitability of CFG Investments by:

1. Assisting CFG Investment Executives in providing excellent customer service to internal and external clients
2. Maintaining the quality and integrity of service provided to clients of VeraBank and CFG Investments
3. Assisting CFG Investment Executives in maintaining and growing client base, by evaluating client needs, making recommendations, and obtaining suitable investments for smaller accounts.

**DUTIES AND RESPONSIBILITIES**

1. Assists investment executives by processing all deposits and disbursements on both the investment system and the bank's DDA
2. Coordinates with investment company on daily movement of cash on a daily basis
3. Monitors the documents required to open and close accounts to ensure we are in compliance on each account
4. Monitors the transfers of assets out of investment company are done on a timely basis, then proceeds with closing account on appropriate system
5. Works with clients either in person or on the phone – screening their needs and assisting them with anything, including true sales
6. Preparing annual client reviews
7. Completing mandatory required distributions annually
8. All other job duties as assigned.

**CONTACTS**

Daily contact with supervisor, coworkers, and clients. Frequent contact with internal auditors and directors.

## **SPECIFIC REQUIREMENTS**

1. High school diploma
2. Excellent oral and written communication skills.
3. Excellent customer service skills.
4. Ability to obtain Group 1, Series 7, and Series 66 within 180 Days of hire date.

## **PREFERRED REQUIREMENTS**

1. Group 1, Series 7, and Series 66 Licenses
2. Familiar with the investments system system.
3. Familiar with the bank's core accounting system.
4. Two year college degree or equivalent experience
5. Three years financial industry experience.
6. Comprehensive knowledge of securities rules and regulations.
7. Ability to work independently and as a team.
8. Excellent time management skills.
9. Knowledge of personal computer and related word processing and spreadsheet software.
10. Detail oriented.

## **PHYSICAL REQUIREMENTS**

Office setting with moderately varied desk-oriented activity, with fatigue being relieved by opportunities to stand and move around in a comfortable environment. Work involves frequent and repetitive movements of the wrist and hand. Some lifting up to 30 pounds may be required.

## **NOTICE**

1. This job description in no way states or implies that these are the only tasks to be performed by the incumbent occupying this position. The incumbent will be required to follow any other instructions and to perform any other job-related duties.
2. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform in this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently.
3. Ability means to possess and apply both knowledge and skill.
4. This position description has excluded the marginal or peripheral functions that are incidental to the performance of primary functions. All requirements are essential to the function of the position.
5. This job description describes the minimum selection requirements to qualify for the position. However, promotion and other employment decisions are also based on Bank needs, being in good standing, fully competent performance, and other non-discriminatory issues.
6. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
7. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
8. This position description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

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Employee

Department/Division Manager

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Date

Date