



Position Title: Vice President/ Chief Financial Officer

Department: Administration

Reports to: President/CEO

FLSA Classification: Exempt

Job Summary:

Direct and manage all practices and activities in the Finance and Accounting functions to ensure compliance with State and Federal rules and regulations. Manage auditing, accounting, and recordkeeping activities of the credit union to ensure they meet generally accepted accounting practices (GAAP). Prepare annual budget, income forecasts, statistical guidelines, and Asset Liability Management (ALM) reports. Recommend operational changes as needed.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains staff in the finance department.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Duties/Responsibilities:

- As a member of the Executive Team, the CFO will work with the CEO and BOD to define and manage strategic direction of the credit union and provide overall leadership for successful operations.
- Work with Executive Team in defining/preparing the credit union's financial goals. Directs and prepares the annual budget, project income expenses, profits and asset/liability growth.
- Directs the preparation of and review monthly financial reports. Monitors budget on an ongoing basis and provides analytical breakdown by function/department/branch. Prepares/presents financial reports to the BOD.
- Manages, analyzes, and executes the credit unions investment transactions in compliance with ALM, Liquidity and Investment policies and goal.
- Reviews, manages and develops credit union policies for his/her reporting structure (e.g. Accounting, Investment, ALM). Board-level policies are submitted to the CEO/BOD for approval, while Management-level policies are submitted to ET for approval.
- Complies with all applicable Rules, Regulations and Statutes of the NCUA and other appropriate governing bodies to include but not limited to: the Credit Union Bylaws, Bank Secrecy Act, Fair Housing Act, Fair Lending Act, and Fair Credit Reporting.
- Liaison for Asset Liability Committee (ALCO) and chairs the Management Asset Liability Committee (MALCO). Works with ET and senior management team to set credit union share and loan rates, with the objective to simultaneously manage Interest Rate Risk (IRR) and remain competitive in our marketplace.
- Manages, analyzes, and executes the credit union's risk management function, which includes annual independent financial audit services, internal audit services, vendor management compliance, insurance needs, and physical security.



- Advises management on matters pertaining to taxes. Ensures financial reports are prepared and submitted to management/government agencies in a timely manner and in accordance with required specifications.
- Administers the company's fiscal accounting system, assuring that accurate financial records are maintained. Administers uniform systems for cost accounting, general accounting, and budgetary purposes. Coordinate accounting activities of the company with other functions/departments/branches as necessary.
- Maintains current knowledge of regulatory requirements, GAAP and market conditions using various sources and analytical tools.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Proficient with Microsoft Office Suite or related software.
- Strong supervisory and leadership skills.
- Ability to function well in a high-paced and at times stressful environment.

Education and Experience:

- Bachelor's degree in Accounting/Finance required; Master's degree and CPA preferred.
- Ten (10) years' progressively responsible accounting experience in a financial institution or public accounting firm.
- Seven (7) years of managerial experience required.
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Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- May require standing and walking 25% of the time, lifting up to a maximum of 50 pounds, and other physical actions that include stooping, kneeling, crouching, crawling, reaching, pulling and pushing.