



Job Description

Title: Vice President – Chief Financial Officer
Department: Senior Management – Dept. # 907
Reports To: President/CEO
Classification: Exempt
Pay Grade: 14

Purpose

Directs and manages the Accounting Department, and all practices and activities in the Finance and Accounting functions to ensure compliance with State and Federal rules and regulations. Manages auditing, accounting, and recordkeeping activities of the CU to ensure they meet GAAP.

Duties and Responsibilities

- Ensure preparation of all financial reports including the annual operating budget/projections.
- Ensure complete financial and accounting records for the credit union and prepare analysis of financial performance for the President/CEO.
- Plans, directs and controls the CU's overall financial plans and policies, accounting practices, and relationships with regulatory bodies, and serves as the liaison to the financial community and external examiners and auditors.
- Directs such functions as treasury, budgeting, accounting, real estate and insurance activities.
- Maintain responsibility for ensuring complete and accurate financial, statistical and accounting records of the credit union.
- Responsible for ensuring the credit union's operating and capital budget as well as presentation to the Board of Directors upon approval from the President/CEO.
- Produce periodic progress reports concerning budget and goals upon request from the President/CEO. Ensure that all credit union assets are properly insured and that the credit union bond is current and accurate.
- Know and understand all credit union policies and procedures. Propose revisions to President/CEO when appropriate.
- Maintain investment portfolio and make recommendations regarding investments to President/CEO
- Oversee credit union ALM program, serves on the ALCO committee, and makes recommendations to President/CEO.
- Oversee preparation of regulatory reports.
- Responsible for the preparation of annual budget, monthly financial package and investment portfolios (verifying balances to the general ledger).
- Responsible for the development of long range trend analysis of operating revenues and expenses-including projected interest from loan, funds available for investments, and monthly dividends.
- Monitor credit union performance and identify profit improvement opportunities.
- Maintain internal controls of the accounting department.
- Oversee the training, direction and evaluation of employees as assigned
- Cross-sell all products/services of the credit union.
- Perform other duties as assigned by management.

Qualifications

Bachelors Degree in Accounting / Finance: CPA a Plus

At least Five (5) years experience in a CFO / Senior management position

At least Five (5) years experience in Financial Institution Budgeting and Reporting

Excellent oral/written communication skills

Excellent Computer and finance software skills a must