

Position: Chief Financial Officer

Purpose: To assist the credit union President in the overall management and administration of the accounting departments. The position requires administration and managing of these departments in accordance with accounting procedures set forth by the National Credit Union Administration and GAAP. The C.F.O. establishes credit union accounting policies and procedures while abiding by state and local laws.

Scope: Under the general supervision of the President, incumbent is responsible for the supervision and control of the general accounting functions. Incumbent develops and implements all accounting functions to maximize efficiency for the credit union.

Reports To: C.E.O

Supervises: Approximately 3 to 6 employees

Machine Skills: Fax Machine, P.C., Typewriter, Copy Machine, 10 Key and Microfilmer

Job Specifications: This position requires a bachelor's degree in Business Administration with a major in Accounting or Finance and three (3) years' experience in a financial institution preferably credit unions. Knowledge of technical and professional principles and skills of accounting and financial institution finance. Proficient of data processing capabilities and procedures, including the use of a personal computer with windows environment. Incumbent must have appropriate management and supervisory skills to supervise general accounting staff. Incumbent must also have the ability to maintain good working relationships with co-workers, supervisors, management, and department head staff and various agency personnel.

Physical Requirements: Must be capable of lifting up to 25 pounds. Job requires frequent viewing of computer screen, continual eye coordination and hand/wrist movement and finger manipulation. Must be able to sit for long periods of time as well as stoop, bend and reach overhead.

Duties & Responsibilities:

ACCOUNTING

- Responsible for financial statement and report preparation on a regular and special request basis.
- Prepares financial reports monthly board meetings.
- Regularly reviews entries to the general and statistical ledgers to assure accuracy and compliance with established accounting principles and procedures. Prepares general and statistical ledger entries.
- Coordinates and prepares for financial audits from Federal Examiners and external auditors as required by NCUA .
- Prepares and/or reviews required tax returns.
- Recommends changes in financial policies and procedures, as necessary.
- Monitors established internal controls to assure proper compliance.
- Sits on the Asset Liability Committee. (ALCO)
- Supervise professional and administrative support staff; assigns work and special projects; monitors workload and productivity; evaluate performance; promotes staff training and development; provides assistance in analyzing and resolving complex issues.
- Ensures that work area is clean, secure, and well maintained.
- Back up for credit union payroll.
- Verify GPA & VSA billing for payment.
- Regularly balance of various gl accounts.

Job Type: Full-time

Salary: \$85,000.00 to \$105,000.00 /year

Job Type: Full-time

Experience:

- Accounting: 3 years (Required)

Education:

- Bachelor's (Required)

Benefits offered:

- Health insurance
- Dental insurance
- Other types of insurance
- Retirement benefits or accounts
- Education assistance or tuition reimbursement
- Paid time off