



**Position:** Chief Financial Officer

**Department:** Accounting

**Purpose:** To assist the credit union President/CEO in the overall management and administration of the accounting department. The position requires administration and managing of this departments in accordance with accounting procedures set forth by the National Credit Union Administration and GAAP. The Chief Financial Officer establishes credit union accounting policies and procedures while abiding by state and local laws.

**Scope:** Under the general supervision of the President/CEO, 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:** President/CEO

**Supervises** Approximately 3 to 6 employees

**Machine Skills:** P.C. with windows environment, Copy Machine, 10 Key and Scanner.

**Job Specifications:** This position requires a bachelor's degree in Business Degree in Accounting or Finance from an accredited college or university. A minimum of five (5) 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.

**Duties & Responsibilities:**

- Responsible for financial statement and report preparation on a regular and special request basis.
- Prepares financial reports for 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; aid in analyzing and resolving complex issues.
- Develop and maintain systems of internal controls and financial procedures to provide for the safety and soundness of assets throughout the organization.
- Manage cash, investments, and liquidity in accordance with board-established policies and prudent financial management practices.
- Monitor and evaluate the adequacy of the Allowance for Loan Loss (ALL) and make recommendations to the President/CEO and Board of Directors for adjustments to the level.
- Verify GPA & VSA billing for payment.
- Regularly balance various GL accounts.
- Adhere to all Credit Union policies and procedures.
- Directs all accounting activities providing leadership, training, and supervision while ensuring compliance with credit union policies and procedures.
- Gather required NEV and NCUA call report data.
- Ensures that work area is clean, secure, and well maintained.
- Perform other duties as assigned.

**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.



## INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties responsibilities, and requirements delineated be interpreted as all-inclusive. **Additional functions and requirements may be assigned by supervisors as deemed appropriate.**

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonable accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an **at will** employer. Employees can be terminated for any reason not prohibited by law.

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Employee Signature

\_\_\_\_\_  
Date

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Human Resources Signature

\_\_\_\_\_  
Date