
Finance Vice President

DIVISION:

- ◆ Finance, Accounting and Investment

REPORTS TO:

- ◆ C.E.O.

POSITION GENERAL DESCRIPTION:

In charge of managing and supervising all of the credit union's finance and finance-related operations including, but not limited to the following: accounting, investment, collections, and vendor management.

Specifically, (he/she) performs the following duties, personally or through subordinate officers:

- ✦ Oversee and direct treasury, budgeting, audit, tax, accounting, purchasing, long range forecasting, and insurance activities for the organization; directing the accountant in providing and directing procedure and computer application systems necessary to maintain proper records and to afford adequate accounting controls;
- ✦ Leading activities such as being a custodian of funds, securities, and the assets of the organization;
- ✦ Appraise the financial position issuing periodic reports regarding organization's financial stability, liquidity, and growth;
- ✦ Manage and conduct management studies and preparing workload and budget estimates for specified or assigned operations; supervising annual budget and allocation, annual insurance renewals, and bond and insurance certificates;
- ✦ Supervise cash forecast activities; examining institution operations to evaluate efficiency; planning and implementing new operating procedures to improve efficiency and reduce costs; managing the risk of institution's investment portfolio;
- ✦ Analyze financial and operating statements of institution, and making reports and recommendations to CEO or Board of Directors with regard to financial policies and programs;
- ✦ Ensure that the institution reserves meet legal requirements; participate as member of assets/liabilities committee, helping in the coordination of meetings and facilitating all necessary financial data for its successful operation;

- # Examine and assure compliance with government laws and regulations; compiling and reporting financial data in accordance with government guidelines;
- # Analyze, consolidate, and direct all cost accounting procedures together with other statistical and routine reports;
- # Examine operational issues impacting Departments as well as the whole institution, and determining their financial impact;
- # Leading and analyze studies of general economic, business, and financial conditions and their impact on policies and operations;
- # Oversee and direct the preparation and issuance of the credit union's treasury annual report; developing and recommending plans for expansion of existing programs, operations, and financial activities;
- # Manage the receipt and disbursement of funds and acquisition and sale of other assets; assisting in interpreting policies and practices; establishing and maintaining contact with financial institutions and the investment community;
- # Accountable for setting policies and implementing them regarding delinquency and collections resulting in a reduction of delinquencies and credit losses;
- # Responsible for the oversight of the foreclosure process, including consultations with legal counsel, and management of repossessed vehicles;
- # In-charge of the Vendor Management program;
- # Accountable for substituting for CEO (alternatively with Operations VP) as required when CEO is on vacation, sick leave or any other situation that require their assistance as required, and
- # Perform other duties and responsibilities assigned as deemed necessary.

KEY RESULTS AREAS:

- ◆ Profitable, efficient, and accurate financial and accounting operations
- ◆ Excellence in customer service
- ◆ Honesty and Integrity
- ◆ Excellent Staff, Client and Community Relations
- ◆ Our Commitments
- ◆ Quality of Service
- ◆ Innovation and Creativity

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Must have the knowledge to operate the Microsoft Office Suite
- ◆ Fully Bilingual in English & Spanish
- ◆ Good interpersonal skills
- ◆ Ability to work under pressure
- ◆ Good communication skills both verbally and in writing.
- ◆ Strong planning and organizational skills
- ◆ Able to develop creative solutions to a wide range of challenges
- ◆ Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- ◆ Must have strong supervisory skills
- ◆ Organized and able to effectively multi task

EDUCATION AND EXPERIENCE:

- ◆ Bachelor's degree in Business Administration in the field Accounting or Finance; and Master's Degree preferably
- ◆ Certified Public Accountant (CPA) required
- ◆ Ten (10) + years related experience in a similar position; or an equivalent combination of both.

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