

## POSITION DESCRIPTION

### CCCU MISSION STATEMENT

**Our mission is to partner with members and ministries to help them become better stewards and achieve their financial goals.**

### VISION STATEMENT

**Making a positive difference.**

<b>CLASSIFICATION:</b>	<b>SENIOR VICE PRESIDENT, CHIEF FINANCIAL OFFICER</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>REPORTS TO:</b>	<b>CEO/PRESIDENT</b>
<b>LOCATION:</b>	<b>SAN DIMAS</b>
<b>HOURS:</b>	<b>FULL TIME</b> <b>Management reserves the right to modify the work schedule as necessary.</b>

#### **GENERAL RESPONSIBILITIES:**

The primary responsibility of this position is to assist Christian Community Credit Union to live out its Mission and Vision daily, in every member and/or staff interaction. One of the primary means to achieve this end is to develop a highly effective team of employees and developing each employee to their highest potential through coaching and leadership. This position is responsible for providing and ensuring outstanding service in every service interaction.

#### **PRINCIPAL ACCOUNTABILITIES:**

- Develop each employee to their highest potential by identifying their areas for improvement and appropriately coaching, training or correcting the employees' performance
- Recognize employees who perform at a high level
- Hold employees accountable for their performance, attitude and behavior
- Meet with each employee monthly to review previous month's performance, set goals for upcoming month's performance and develop plans to improve employee's performance
- Responsible for exceptional member service to every member, every time by ensuring employees deliver consistently high-quality service to both internal and external member that is in alignment with our Service Promises. We promise to:
  - Honor God in how we serve you.
  - Exceed your expectations.
  - Appreciate our partnership.
  - Recognize your needs and recommend the best possible solution.
  - Treat your requests in a timely and confidential manner.
- Demonstrate enthusiastic support of corporate mission, core values and long-term objectives
- Comply with all regulatory requirements for financial institutions, including but not limited to Bank Secrecy Act, Anti-Money Laundering, USA Patriot Act, OFAC and Fair Lending Regulations
- Oversee the Accounting Department, Payroll and Facilities Management: hires, trains, directs, and evaluates employee performance, administers discipline, approves promotions, salary adjustments and similar employment-related activities
- Plan and execute financial strategies and tactics; participate as a member of Senior Management in the development of global business strategies
- Manage the internal and external audit functions and regulatory exams
- Serve as Pricing Committee Chair, a member of the Asset/Liability Committee, Enterprise Risk Management Committee, and other committees as assigned

- Manage the Asset Liability Management (ALM) functions, including company's investment portfolio and Interest Rate Risk Modeling; maximize yield on cash position resulting in improved interest income, while ensuring adequate liquidity levels in compliance with internal policy
- Oversee and direct Treasury, budgeting, audit, tax, accounting, purchasing, enterprise risk management, and insurance activities
- Manage the Treasury, Finance, Payroll and Accounting functions, including risk assessments (ALLL, CECL, ERA and ERM), internal controls, regulatory compliance, and financial reporting
- Prepare financial reports, annual tax returns and other governmental reporting; ensure complete and accurate financial, statistical, and accounting records of the Credit Union
- Develop, implement and maintain accounting systems, practices, controls and procedures, which conform to accepted accounting principles and fulfill the financial objectives of the organization
- Direct the Credit Union's investment activities as custodian of funds, securities, and assets of the organization
- Formulate, recommend modifications, and adhere to the Investment Policy, Asset Liability Management Policy, Liquidity Policy, Interest Rate Risk Policy, and Concentration Risk Policy
- Prepare financial forecasts
- Work with auditors/examiners on comprehensive audits
- Review operational procedures to obtain optimum efficiency and reduced costs
- Write, review, and distribute financial policy and procedure statements to ensure regulatory and policy compliance
- Implement and review risk management initiatives
- Analyze department budgets and allocate operating budget for the Credit Union
- Perform job duties within our bylaws and regulations and oversee reporting to regulatory authorities and to the Board
- Expertise in vendor selection, contract negotiations, and vendor management, including onboarding and project management
- Provide safekeeping, control and accounting for assets and securities
- Direct preparation and evaluation of budgets and capital plans; direct receipt, disbursement, and expenditures of money or capital assets
- Provide financial analysis of Credit Union operations to ascertain financial performance, liquidity position; direct investment liquidity within Credit Union policy criteria, cash flow, cost control and similar financial activities
- Provide strategic and operating leadership for asset/liability management and investment/treasury management
- Provide oversight of Credit Union-wide leases
- Approve accounts payable expenditures for payment within budget parameters
- Perform other duties as assigned

## **REQUIREMENTS:**

Bachelor's Degree in Finance or Accounting required

Minimum seven years of progressive advancement and strong contributions in the financial services industry, with a minimum of seven years' experience in a senior-level position at a comparable financial institution required

Well-rounded knowledge of credit union financial activities, policies, procedures and systems as would normally be obtained by seven or more years of accounting experience in a financial institution required

Experience and knowledge of payroll and payroll-related activities required

PC proficiency (Windows environment) required

Strong knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook) required

CPA certification preferred

Ability to exercise confidentiality

Strong problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis

High level of integrity and dependability with results-orientation

Ability to work with various financial services software programs

Knowledge of personnel administration and labor laws

Ability to work under pressure, plan personal workload effectively and delegate  
Excellent analytical, organization and presentation skills  
Accuracy and attention to detail, with excellent mathematical skills  
Ability to communicate effectively in person, verbally and in writing  
Ability to effectively work with individuals and as part of a team  
Regular attendance and punctuality  
Professional appearance and demeanor  
Ability to lift up to 20 lbs  
English literacy

**This job description is to be used as an employee guideline. Management reserves the right to amend this job description if necessary.**

Classification Specification for:

**Senior Vice President, Chief Financial Officer**

**Physical Requirements** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee:	Occasionally (up to 3 hours per work day)	Frequently (3 - 6 hours per work day)	Regularly (more than 6 hours per work day)
Sits			X
Stands	X		
Walks	X		
Bends neck or waist	X		
Twists neck or waist	X		
Stoops or kneels	X		
Uses hands to finger, handle or grasp			X
Repetitively uses fingers			X
Reaches, pulls or pushes below shoulder level	X		
Reaches, pulls or pushes above shoulder level	X		
Lifts and carries	Up to 20 lbs		
Talks			X
Hears			X
Sees			X
Drives a vehicle	N/A		

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Working Condition:	Description:
Mobility	Moderate
Noise Level	Moderate
Hazardous	Minimal

**Acknowledgment**

I certify that I received a copy of this Classification Specification and I have read and understand what is required of me to meet the performance standards of the job.

Signature:	Date:
Name (Printed or Typed):	