

Bowater Credit Union

Job Description

Deputy CFO

Role:

In coordination with the CFO, to direct the financial affairs of the Credit Union; to establish major economic and financial objectives and policies for the Credit Union

Essential Functions & Responsibilities:

- 15% Oversees accounting department; hires, trains, directs, and evaluates employee performance within the department; approves promotions, transfers, and salary adjustments.
- 15% Oversees and directs cash management, budgeting, audit, tax, accounting, purchasing, fixed asset, real estate, and insurance activities.
- 10% Prepares financial reports; ensures complete and accurate financial, statistical, and accounting records of the Credit Union.
- 10% Directs the Credit Union's investment activities as custodian of funds, securities, and assets of the organization; provides safekeeping, control, and accounting for securities.
- 10% Oversees staff payroll and all related tax and regulatory reporting; processes 401(k) plan activities, including contributions, withdrawals, annual census, and other requirements.
- 5% Works with auditors/examiners on year-end and comprehensive audits.
- 5% Leads Funds Management Committee; schedules meetings, gathers required information for meetings, maintains required documentation and meeting minutes; reports for the Committee to the Board of Directors.
- 5% Writes, reviews, and distributes financial policy and procedure statements to ensure regulatory and policy compliance.
- 5% Reviews operational procedures to obtain optimum efficiency and reduced costs.
- 5% Serves as a primary contact with core processing service bureau; works with other managers to disseminate information to staff about system changes and enhancements.
- 5% Oversees reporting to regulatory authorities and to the Board.
- 5% Directs preparation and evaluation of budgets and capital plans; directs receipt, disbursement, and expenditures of money or capital assets; provides control and accounting for capital assets.
- 5% Performs other job related duties as assigned.

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Performance Measurements:

1. Ensure the credit union's financial activities follow sound financial principles and comply with all banking regulations.
2. Provide recommendations to President/CEO and Board for potential improvements to the balance sheet mix and/or income and expense categories, as well as improvements for products, services and processes.
3. Maintain a highly qualified staff, sufficient to meet long-term organizational goals.
4. Ensure security and soundness of all credit union financial records, reviewing all general ledger accounts and subsidiaries monthly to ensure proper balancing and review cash position daily to ensure sufficient availability of funds.
5. Achieve or exceed results as specified in the credit union's budget for investments.
6. Complete projects as determined by President/CEO within the prescribed time frame.
7. Note observations of employee performance. Give and receive feedback from direct reports quarterly, completing performance reviews within the prescribed timeframe.

Knowledge and Skills:

Experience	Five to ten years of similar or related experience
Education	(1) A bachelor's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to a bachelor's degree (e.g. information technology certifications in lieu of a degree). MAcc, MBA, or CPA designation preferred.
Interpersonal Skills	Motivating or influencing others is a material part of the job. The role requires a significant level of trust or diplomacy. People skills and self-direction are required.
Other Skills	<ol style="list-style-type: none">1. Excellent analytical skills2. Must be proficient with Microsoft Office3. Background in bank data processing systems preferred.
Physical Requirements	Must be able to remain in a stationary position the majority of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The person in this position frequently communicates with members, coworkers, and vendors and must be able to exchange accurate information in these situations. Constantly operates a computer.
Work Environment	Office environment.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.