

CRMC Employee's Credit Union
196 Westside Drive
Douglas, GA 31533

Position Title: Credit Union Assistant Manager

Hours: Part-Time (16 - 24 hours a week). Hours will vary depending on workload.

Education/Experience: High School Diploma require, 3+ years of banking/ credit union experience preferred or prior financial services experience with prior banking/credit union experience.

Skills: Candidate must be trustworthy, personable, professional, able to work independently and be highly motivated. Candidate must be proficient with Microsoft Office and Excel programs and have strong analytical, critical thinking, and organizational skills.

Job Summary: To assist the Credit Union Manager with overall management and duties of the credit union on a daily basis. Duties and responsibilities below:

- Answer telephone for all aspects of Credit Union Services
- Receive monies for share and loan payments
- Prepare Bank Deposits
- Maintain payroll deduction records
- Bank Reconciliation on all cash and investment accounts.
- Serve as a Loan Officer, grant loans.
- Prepare monthly reports for the Board of Directors and Committee to direct the affairs of the Credit Union.
- Implement the policies governing the operation of the Credit Unions.
- Maintain an adequate degree of effective communication regarding the Credit Union services with the present and potential membership, Board of Directors, and committees.
- Post journal entries for disbursements and general transactions
- Coordinate delinquency control and collection activities and report to Board of Directors
- Implement marketing strategies to increase membership and loan activity
- Develop, implement, and maintain operational procedures to maximize efficiency and quality of work and provide consistent quality service to members.
- Assist the Supervisory Committee and/or their appointed designee to ensure compliance with internal controls.
- Assist Loan Committee with loan approvals and document requests
- Assist with the 5300 Call Report quarterly as required
- Ensure that the credit union is in compliance with the federal laws and regulations set forth by the National Credit Union Administration and other regulatory agencies.
- Other duties as assigned.

Contact Information:

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Inquiries by email only.