

CHAMPIONS FIRST CREDIT UNION
VICE PRESIDENT, OPERATIONS – TALLAHASSEE, FLORIDA
Job Posting

THE CHAMPION'S CHOICE

Champions First Credit Union, the Champion's Choice, is seeking an ambitious team player who will be a champion for our members and play a leading role in maximizing their financial well-being.

Are you looking for a fulfilling career with a forward thinking, collaborative team where you are not only leading the charge but being coached to reach your full potential? Ready to join our winning team? [Apply online today!](#)

General Summary

Responsible for the operational management of the organization including overseeing service, product support and implementation, supervision of day-to-day procedures, participation in sales initiatives and coordination of branch activities.

Essential Functions

1. Assist in directing all Credit Union operations, which include planning, recommending, and implementing programs and policies within the branches.
2. Manage the day-to-day operation of the Credit Union and establish, enforce and monitor office procedures and practices to utilize staff efficiently.
3. Analyze various statistics and implement methodologies in operations for the efficient growth of the Credit Union.
4. Ensure adequate equipment supplies and working space are available to the employees of the Credit Union.
5. Ensure that the CEO is kept fully informed on the conditions and operations of the Credit Union and of all-important factors influencing them.
6. Maintain daily contact with other managers, providing support, input, feedback and guidance concerning daily Credit Union operations.
7. Monitor branch activity, including tellers - number of transactions, volume, teller errors, cash ordering and ATM balancing, full vault security and balancing. Also, member service- personal sales, referrals, new accounts, loans and branch call center login activity etc.
8. Work with other department heads to develop operational procedures to maximize efficiency and quality of work to provide consistent quality service to members.
9. Based on input from HR perform hiring for new positions, promotions, transfers, terminations and/or other changes in status of assigned employees.
10. Evaluate the job performance of subordinates to ensure quality of work and service to members.
11. Maintain a highly motivated, well-trained staff.
12. Establish and maintain effective employee relations.
13. Hold periodic staff meetings to discuss areas needing improvement, changes in procedures, new developments or services and to present general information.
14. Attend Board meetings and report on assigned areas of responsibility as requested by the President/CEO.
15. Recommend the purchase of equipment and supplies that affect operations.
16. Analyze, procure and maintain a disaster recovery plan for the Credit Union.
17. Manage and oversee the Compliance department for the Credit Union and perform the duties of the

OFAC/BSA/CIP Compliance Officer.

18. Coach effective sales skills.
19. Coordinate dissemination of sales and service efforts to each branch manager.
20. Coordinate compliance efforts with Compliance Coordinator, Marketing and branch supervisors.

NOTE: The list of essential functions is not exhaustive. It may be supplemented as necessary from time to time.

Additional Functions

1. Assist the VP of Lending and Administration in maintaining accurate and functional Policies and Procedures of the Credit Union.
2. Work with auditors and examiners reviewing the operations of the Credit Union.
3. Administer various programs as assigned by the Credit Union President/CEO.

Job Specifications

1. Professional, well-developed interpersonal skills essential for communicating information to staff and projecting a positive image as representative for the Credit Union. As well as professional, well-developed interpersonal skills necessary for communicating with top management.
2. Work requires extensive knowledge of all Credit Union policies and procedures. Experience in supervising staff required. Knowledge of accounting, management techniques, and personnel techniques required. Experience working in/with financial institutions preferred.

These characteristics are normally acquired through completion of a high school education plus completion of a bachelor's degree in business, management, or a related field. At least three years of experience in a Credit Union or other financial institution related supervisory position· required. Experience working with personal computers also required.

3. Very advanced (advanced mathematical and statistical theory, i.e. regression analysis, probability theory, etc.)
4. This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, printers, filing cabinets and fax machines.
5. This position requires manual dexterity, the ability to lift files and open filing cabinets and vault doors. Should be able to lift full boxes of work and be able to move full coin bags from the Fed and coin machine. This position requires bending, stooping or standing as necessary.

EEO Statement

Champions First Credit Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive

inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Competitive Compensation

We provide market-driven base pay, based on skills, abilities, and level of experience. Our salary ranges are broad, and individual salaries will be market competitive based on a candidate's unique set of skills and level of experience. The starting range for this position is \$100,394- \$133,859. Additionally, we believe that our team members are the reason for our success and all team members are eligible to participate in position specific incentive programs.

Benefits

At Champions First CU we offer a wide range of benefits to our team members and their eligible family members. Some of our great benefit programs you may be eligible for include:

- Medical, Dental and Vision Coverage
- Flexible Spending Accounts
- Life and Disability Insurance
- Retirement Savings with Company Match
- Tuition Assistance Program
- Team Member and Family Assistance Program (EAP)
- Paid Time Off and Paid Holidays
- Employee Recognition Program with Rewards