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| <b>Job Title</b>         | Vice President of Finance  |
| <b>Short Description</b> | <p>Position Overview</p> <p>This position is responsible for managing the areas of Accounting, Finance, Compliance, and Security. Ensure timely and accurate financial and regulatory reporting and for ensuring financial reporting is in compliance with GAAP.</p>   |
| <b>Full Description</b>  | <p>Key Responsibilities</p> <ul style="list-style-type: none"> <li>• Identify and implement process improvements</li> <li>• Ensure proper internal controls are in place to avoid losses and protect member and credit union data</li> <li>• Extensive work policies and procedures</li> <li>• Project Management- lead finance and credit union level projects</li> <li>• Cash Management and Investment Portfolio Management</li> <li>• Prepare Budgeting and Rolling Estimate</li> <li>• Asset Liability Management</li> <li>• Liquidity Management and compliance with Liquidity Policy and Contingency Funding Plan</li> <li>• Deposit and Loan Pricing</li> <li>• Serve on Loan Review Committee to review exception loans and loan policy changes</li> <li>• Liaison for the following Committees: <ul style="list-style-type: none"> <li>• Contract Review Committee</li> <li>• Finance Committee</li> <li>• Supervisory Committee</li> </ul> </li> <li>• Ensure adequacy of Allowance for Loan Loss Reserve</li> <li>• Prepare reports for Finance Committee and Board of Directors</li> <li>• Coordination of Audits and National Credit Union Association Exams</li> <li>• Review tax reporting for 1099-INT, 1099-MISC, 1098, 1042-S for W8-BENs, Personal Property Tax, and IRA tax reporting</li> <li>• Review of: <ul style="list-style-type: none"> <li>o Mortgage Portfolio Accounting</li> <li>o Loan Participation Accounting</li> <li>o Review of monthly reconciliation of General Ledger Balance Sheet accounts</li> <li>o Financial statements and variance analysis</li> </ul> </li> <li>• Cost analysis on potential new vendors, product and services</li> <li>• Proper approval of expense reports and Accounts Payables in according to Chart of Authority and work instructions</li> <li>• Oversee: <ul style="list-style-type: none"> <li>o Internal Audit Function</li> <li>o Vendor Management and Due Diligence</li> <li>o Compliance with laws and regulations</li> <li>o Regulatory Reporting to the NCUA and Federal Reserve Bank</li> </ul> </li> </ul> <p>Educational Requirements</p> <ul style="list-style-type: none"> <li>• BA/BS Undergraduate degree in Accounting or Finance</li> </ul> <p>Related Work Experience</p> <ul style="list-style-type: none"> <li>• 8 years accounting and finance, 5 years of management in a financial institution</li> </ul> |

### Leadership Behaviors

- Drive innovation: Generate new or unique solutions and embrace new ideas that help sustain our business
- Collaborate with staff, leadership and stakeholders. Develop and leverage relationships with stakeholders to appropriately stretch and impact the credit union
- Act like an owner: Deliver results, creating value for our brand, our members and stakeholders
- Inspire others: Inspire people to deliver our mission and vision. Demonstrate passion for the business and give people a reason to believe anything is possible
- Develop self and others: Develop self and support others development to achieve full potential

### Growth Behaviors

- Growth mindset: Demonstrates curiosity. Welcomes failure as a learning opportunity.
- Smart Risk: Makes bold decisions/recommendations
- Externally focused: Understands the upstream and downstream implications of his/her work. Tracks and shares external trends, best practices, or ideas.
- Performance driven and accountable: Has high performance standards.
- Fast / Agile: Removes barriers to move faster. Adapts and thrives under pressure and fast pace.
- Empowered: Brings solutions instead of problems. Challenges the status quo. Has the courage to take an unpopular stance.

### Functional Skills

- Knowledge of NCUA, IRS and Federal Reserve Bank Reporting
- People management skills
- Knowledge of Generally Accepted Accounting Principles
- Knowledge of policies and procedures
- Knowledge of banking regulations
- Knowledge of back office banking procedures
- Effective planning, organizing and project management skills
- Ability to identify and independently resolve issues
- Ability to work in collaboration with others
- Attention to detail and ability to meet deadlines

### Education

- BA/BS Undergraduate degree in Accounting or Finance

### Additional Comments

### Credit Union

Coca-Cola Credit Union

### State

Georgia

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|------------------------|-----------------------|
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| <b>Expiration Date</b> | 03/31/2021            |