

Job Title

AVP Accounting and Finance

Short Description

The AVP of Accounting and Finance will oversee and manage all aspects of the accounting and financial operations of the credit union. This role requires a dynamic leader who excels in financial analysis, asset liability management (ALM), regulatory compliance, and strategic financial planning. The AVP will ensure the accuracy and timeliness of financial reporting, lead process improvements, and drive the development of the financial strategy to enhance overall organizational performance.

Full Description**Major Duties and Responsibilities**

Direct the daily operations of the Accounting and Finance departments, setting priorities and allocating resources to ensure optimal performance. Foster a culture of high engagement and continuous improvement, encouraging innovation and excellence within the team. Recruit, train, and mentor department staff, establishing clear performance standards and accountability mechanisms.

Serve as a key voting member of the Asset Liability Committee (ALCO), influencing major financial decisions. Actively participate and provide crucial input in ALCO and Rate and Fee Committees, including preparation of reports, agendas, and minutes. Ensure compliance with ALCO policies and maintain continuous review and assessment of current financial controls.

Conduct due diligence on investment portfolios and manage relationships with brokers and safe keepers. Assist in the preparation and completion of the annual budget and conduct financial/economic analysis to support credit union decision-making.

Develop and maintain complex analysis and reports for regular review of credit union's financial status. Engage in ongoing cost reduction analysis and identify opportunities for process improvements across the organization. Conduct special accounting studies and projects as requested by management.

Oversee system administration for financial software and platforms, including regular audits and user management. Implement technology enhancements, streamline procedures, and improve processes within the department.

Knowledge and Skills**Experience**

At least 7 years of progressive leadership experience in a financial institution, with a proven record in financial management and team leadership. Strong analytical skills

and the ability to interpret complex financial data to make informed decisions.

Excellent interpersonal and communication skills, capable of working with and presenting to senior executives. Must have a high level of integrity and dependability with a strong sense of urgency and results-orientation. Should be comfortable with ambiguity and capable of operating independently, as well as part of a team.

Education/Experiences/Licenses

Bachelor's Degree in Accounting, Finance, or a closely related field. A master's degree or CPA is preferred.

Interpersonal Skills

A significant level of trust, credibility and diplomacy is required. Excellent interpersonal and communication skills, capable of working with and presenting to senior executives. Must have a high level of integrity and dependability with a strong sense of urgency and results-orientation.

Other Skills

Should be comfortable with ambiguity and capable of operating independently, as well as part of a team. Communications may involve motivating, influencing, educating and/or advising others on matters of significance. Typically includes subject matter experts as well as first level to middle managers.

Physical Requirements

Must be able to bend, sit, and stand in order to perform primarily sedentary work with limited physical exertion and occasional lifting of up to 10 lbs. Must be capable of climbing / descending stairs in an emergency situation. Must be able to operate routine office equipment including computer terminals and keyboards, telephones, calculators etc. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours or travel off site whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

Working Conditions

Must be able to routinely perform work indoors in climate-controlled shared work area with minimal noise.

Mental and/or Emotional Requirements

Must be able to perform job functions independently or with

limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to complete basic mathematical calculations, spell accurately, and understand computer basics. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines/requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Community First Credit Union is an Equal Opportunity Employer.

Education	Bachelor's Degree in Accounting, Finance, or a closely related field. A master's degree or CPA is preferred.
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Additional Comments

Credit Union	Community First Credit Union
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State	Florida
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Expiration Date	06/30/2024
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