

**Job Title**

VP of Finance and Accounting

**Short Description**

Role:

The Vice President of Finance & Accounting, under the direction of the CFO, is responsible for supervision and control of the general accounting functions and for the financial statement and report preparation. This role will be responsible for managing an accounting system that properly reflects the financial position of the credit union while ensuring the accuracy of internal and external recording and reporting of financial transactions. Ensure that accounting activities are in accordance with Generally Accepted Accounting Principles (GAAP) and regulatory requirements. This individual will provide analytical and planning support to the CFO. With the direction of the CFO, this position is responsible to lead the preparation of Community First's annual budget and forecast process.

**Full Description**

Major Duties and Responsibilities:

- Provide analytical support for projects, products and services development, strategic initiatives and ad hoc situations to enhance organizational decision making and issue.
- Direct the development and monthly review of financials to assure accurate and timely financial information is provided to management and the Board of Directors to effectively manage the operations. Ensures all financial statements, reporting, and activities comply with Generally Accepted Accounting Principles (GAAP) and regulatory requirements.
- Coordinate Asset Liability Management with the CFO and other members of ALCO. Provide support for preparation and review of results from ALM models to assure credit union is operating with in desired risk targets. Annually review ALM and Investment policies to maintain compliance between Board risk limits and regulatory limits for a well-capitalized credit union. Execute the ALM and Investment Strategies along with monitoring of secondary marketing of mortgages. Timely and accurate preparation of Annual Budgets, monitoring of variances monthly at ALCO, make and implement recommendations to achieve budget targets while ensuring achievement of asset liability management objectives.
- Oversee the annual budget by establishing guidelines for budgeting, establish deadlines and partnering with the Senior Leadership Team to create operational budget for each area of the credit union.
- Prepare and/or oversee the production of various quarterly and annual reports (i.e. unclaimed property report, Quarterly Call Report, ad hoc reports and studies, etc.) and assist in preparations and response to questions tied to the annual audit and exam to support the efficient operations of the credit union.
- Provide timely and accurate Financial Report, Tax filings

and Regulatory Reporting. Additionally, work with cMyers to evaluate and update the budget model for financial and budget variance reporting.

- Coach and develop team; empower team to take appropriate risk/action; assess skills and coordinate training as necessary; enhancing knowledge and greater understanding of 'big picture' and credit union focus.
- Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control. Must be in full compliance with applicable FASB, OTS and SEC pronouncements and regulations, and FDICIA.

#### Knowledge and Skills:

##### Experience:

10+ years of Finance and Accounting experience with an emphasis on Budgeting, forecasting, financial modeling and financial reporting, preferably for a financial institution. Demonstrated high degree of skill in complex problem solving, research and analysis. Experience working with NCUA and internal/external auditors. Minimum 10 years leading and motivating teams, including collaboration and partnership across the organization.

##### Education/Certifications/Licenses:

A Bachelor's degree in Accounting, Finance, Economics with relevant prior work experience. A CPA or MBA is preferred.

##### Interpersonal Skills:

The ability to motivate or influence others is a critical part of the job, requiring a significant level of diplomacy, influence and trust. Obtaining cooperation internally or externally from a senior level, as well as frequent material presentations are important keys to successfully fulfilling the responsibilities of this position.

##### Other Skills:

Expert use of Microsoft Excel and Accounting Software required. Advanced knowledge with Accounting software required. Experience with ALM modeling software strongly preferred. Knowledge of generally accepted accounting principles, applicable State and Federal regulations, primarily those of the Office of Thrift Supervision, the Securities and Exchange Commission and the Federal Reserve Board and applicable association regulations (e.g., NACHA). Knowledge of tax regulations and related activities. Knowledge of laws and regulations covering the management and retention of various types of records. Effective communication and interpersonal skills, transparency and exceptional leadership behavior. Results oriented - strong organizational, project planning skills

##### ADA Requirements:

Physical Requirements

Perform primarily sedentary work with limited physical exertion and occasional lifting of up to 25 lbs. Must be capable of climbing / descending stairs in emergency situation. Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. 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 whenever required or requested by management. Must be capable of local and area travel as driver. Must be capable of regular, reliable and timely attendance.

#### Working Conditions

Must be able to routinely perform work indoors in climate-controlled private office 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 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. Community First values and celebrates diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected Veteran.

#### Education

A Bachelor's degree in Accounting, Finance, Economics with relevant prior work experience. A CPA or MBA is preferred.

#### Additional Comments

##### Credit Union

Community First Credit Union of Florida

##### State

Florida

##### Contact Name

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