

Job Title

Accounting Manager of Finance

Short Description

The primary function of this position is to assist Community Credit Union (CCU) of Florida in living out our Mission, "Always improve the financial well-being of our members and make a positive difference in our community." One of the primary means to achieve this end is to develop a highly effective team of employees and develop each employee to their highest potential through coaching and leadership. Responsible for ensuring that outstanding service is delivered to both internal and external members. In addition, the Finance Manager is responsible for the management of the department. The individual establishes and maintains the Credit Union's fiscal record keeping systems by utilizing generally accepted accounting principles; adheres to all laws and regulatory compliance to properly reflect the financial position of the Credit Union; ensures department activities run smoothly and efficiently while ensuring compliance with Credit Union policies and procedures.

Full Description**ESSENTIAL DUTIES**

- 1) Demonstrates enthusiastic support of corporate mission, core values and long-term objectives by performing job duties within our bylaws, regulations, Board of Directors policies, established internal and external service standards and our work procedures while possessing adequate product knowledge as measured by the annual product knowledge assessment.
- 2) Delivers service to both internal and external members that is in alignment with the credit union's Service Promises and meets all established service goals.
- 3) Abides by CCU's Service Promises when helping a member or co-worker to ensure timely responsiveness to the individual's needs. Promotes teamwork, respects opinions, abilities and contributions of others and conveys a willingness to assist and cooperate with others for the benefit of the organization.
- 4) Assists in attaining established departmental goals and adheres to all credit union standard operating policies and procedures, as well as state and federal regulations and guidelines.
- 5) Manages direct reports to maximize productivity, efficiency, and the potential of the human assets of the company, including hiring, directing job assignments, setting performance expectations, monitoring staff performance, coaching, counseling, training, assuring compliance with regulatory requirements and organizational mission, values, service standards, policies, and work rules. Appraises performance and provides

recommendations for staff compensation, promotion, and termination, as appropriate.

6) Develops, tests, and implements policies and procedures (manual and computerized) pertaining to the maintenance of accurate financial records, report preparation and other finance related processes.

7) Updates and maintains the Current Expected Credit Loss (CECL) calculation. The incumbent will need to conduct at least a quarterly analysis of the model, providing updates and recommendations to the VP of Accounting and Finance and the CFO.

8) Processes, solves, and answers complex member transactions, or department problems or inquiries. Operates computer terminal or personal computer to process account activity, determine balances, and resolve problems within given authority. Responds to inquiries or refers inquiries to the appropriate department or person.

9) Maintains and monitors Liquidity to determine seasonality of deposits and loans and to support minimum liquidity needs; monitors daily the cash flow of the credit union's liquid assets. The incumbent will need to be familiar with how to forecast liquidity needs, how to put excess liquidity to work, and what sources of liquidity can be leveraged if needed.

10) Will need to be able to compile data for analysis from dispirit systems including but not limited to SQL databases, financial systems, spreadsheets, third party data, etc.

11) Oversees the creation of the monthly financial package and the financial presentation for the board. The incumbent will also develop the financial presentation that goes to the board every month.

12) Responsible for performing analytics in many different ways, such as financial and predictive, and has the ability to structure the data accordingly. Prepares in-depth statistical analyses, reporting results and offers insights and or solutions to the leadership team. This analysis may include stress testing of capital, profitability or ad hoc reporting and prepares interactive financial models needed by the leadership team for "what-if" analyzing, trending, and other uses.

13) Assists as directed with the preparation of the annual budget and projections based on input from management and board, including budget modeling. Maintains current knowledge and awareness of financial industry status and trends to assist the VP of Accounting and Finance in decisions.

14) Assists the VP Accounting and Finance with gathering essential records and reports needed by outside auditors/examiners; assists auditors/examiners while on site at Community Credit Union.

15) Serves as backup for the VP Accounting and Finance as needed.

16) Follows policy and procedures related to Bank Secrecy Act (BSA), Anti-Money Laundering (AML), Customer Identification Program (CIP) and Customer Due Diligence (CDD) daily to ensure compliance with current regulations.

17) Performs other related duties as assigned and works on special projects as assigned.

POSITION REQUIREMENTS

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill and/or ability required to perform the position in a satisfactory manner. Individual abilities may result in some deviation from these guidelines.

- Bachelor's degree from a four-year college or university or five (5) to eight (8) years of related experience and/or training; or the equivalent combination of education and experience. Work related experience should consist of an in-depth background in accounting/finance and exceptional customer service. Educational experience, through in-house training sessions, formal school, or financial industry related curriculum, should be applicable to the financial industry.
- Knowledge of general accounting, financial, budgeting, and related accounting and record keeping systems in a financial institution.
- Keeps up to date with Generally Accepted Accounting Principles (GAAP) and Financial Accounting Standards Board (FASB) standards and communicates any changes that are coming.
- Knowledge of related state and federal banking compliance regulations, and Credit Union accounting policies and procedures.
- Advanced skills in personal computer operation, word processing and spreadsheet software programs.
- Intermediate typing skills to meet production needs of the

position.

- Proficient with report and dashboard creation in Power BI or other dashboarding tools.

- The ability to write and understand SQL queries and experience using SSMS is preferred.

- Advanced math skills; calculate interest, commissions, proportions, and percentages; balance accounts; add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; locate routine mathematical errors; compute rate, ratio, and percent, including the drafting and interpretation of bar graphs.

- Exceptional oral, written, analytical, and interpersonal communication skills with the ability to apply common sense to carry out instructions and instruct others, interpret documents, understand procedures, write reports and correspondence, and communicate clearly to members and employees.

- Ability to deal with complex problems involving multiple facets and variables in non-standardized situations.

- Excellent organizational and time management skills, with the ability to multi-task, the ability to work with moderate supervision while performing duties, and be a strong team player.

The incumbent must be able to perform this position safely, without endangering the health or safety of the individual or others.

Education

Bachelor’s degree from a four-year college or university or five (5) to eight (8) years of related experience and/or training; or the equivalent combination of education and experience.

Additional Comments

Credit Union

Community Credit Union of Florida

State

Florida

Contact Name

Theresa Cavanaugh

Email

cavanaugh@ccuflorida.org

Phone

321-637-3153

Fax

321-638-4272

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