



Florida Rural Electric Credit Union is a not-for-profit financial services organization whose mission is to provide a safe and sound financial environment of competitive rates and terms with convenient and efficient products and services.

Job Title:

Financial Services Officer

Date:

08/03/2020

Job Description:

Under the direction of the CEO, and in accordance of FRECU's established policies and procedures, preserves the credit union's assets by conducting quality control inspections. Assist the CEO with all regulatory changes to keep the credit union up to date with all Compliance updates.

Responsibilities:

Risk Duties:

- Assist CEO in evaluating risk and ensure proper risk controls are in place
- Provide assistance of internal control efforts, including strengthening internal procedures
- Evaluate the adequacy of internal controls, suggest improvements for detected weaknesses
- Prepare monthly reports regarding internal risk and recommendations
- Process all Share Draft/ACH exceptions within the policy of the credit union
- Process any member corporate check issues
- Ensure ongoing Fixed Assets, G/L, Reporting, and Reconciliation activity is efficiently carried out
- Complete 5300 call report and other regulatory reporting on a timely and accurate basis
- Assist with preparation of regulatory exams as requested
- Monitor and research new accounting developments
- Strong understanding of GAAP accounting principles and therefore able to provide GAAP accounting guidance as required.
- Prepare daily bank reconciliation
- Balance all cash, investment and general ledger accounts
- Ability to Work with the President in identifying trends in the industry, instituting new programs or products, and evaluating products and services
- Process wire transfers as needed
- Prepare monthly Liquidity spreadsheet
- Prepare daily accounting sheets, post entries to general ledger
- Prepare Investment sheet monthly
- Update prepaid and accruals
- Month end entries prepare and post
- Provide the CEO with the final cash account reconciliation and support details

Compliance Duties:

- Serves as Compliance Officer
- Develop and monitor credit unions compliance program
- Monitor currency transaction reports, wire transfers to ensure proper AML/BSA reporting
- Assist in the implementation of regulatory changes as required, including but not limited to AML/BSA, OFAC, etc.
- Serve as the BSA/OFAC Officer
- Perform compliance and fraud monitoring, including but not limited to account opening/closing & bill pay

- Prepare ACH, compliance risk assessments as required by regulation
- Ensure day to day compliance activities are completed as required
- Help implement and manage regular audit processes to ensure quality and accuracy
- Assist with preparation of regulatory exams

Other Duties:

- Provide assistance to other departments as needed
- Keep the CEO advised of all federal and state regulations (current and future) as well as industry trends
- Ensures proper training of personnel as needed
- Enforces and practice satisfactory attendance and punctuality
- Provides prompt, accurate, professional, and friendly service to our members
- Follows established credit union policies and procedures
- Less than 15% travel is required as requested by the President / CEO
- Ability to work closely with the CEO on new projects
- Performs other duties as assigned

Knowledge and Skills:

- Possesses a complete knowledge of all credit union policies products and services
- The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust
- Shows the ability to promote teamwork and obtain cooperation and consensus both internally and externally
- Understands all account processing procedures relating to all deposit and loan functions
- Develops an understanding of credit union history and the credit union philosophy
- Remains knowledgeable about credit union laws and regulations
- Demonstrates exceptional written and verbal communication skills
- Presents a can-do attitude and behaves like a team player
- Demonstrates good judgment and decision-making ability

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Bachelor's degree in accounting or finance
- Preferably a minimum of ten years of previous experience in the functional area of finance and accounting
- Excellent written and verbal communication skills, including effective public speaking and ability to present ideas in a clear, concise manner
- Ability to work cooperatively and effectively with coworkers in a team environment.
- Excellent organization skills and the ability to prioritize and effectively complete many multi-faceted, complex projects with conflicting deadlines while staying within budgetary constraints.
- Knowledge and understanding of history, development, and philosophy of credit union movement

Other Skills:

Ability to read, analyzes, and interprets the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

To perform this job successfully, an individual should have knowledge of computers and various software including, Microsoft Office (Word, Excel, PowerPoint, and Outlook) and Internet applications. The individual must have a willingness to learn the credit union's data processing system.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

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