

Northeast Alabama Postal Employees Federal Credit Union (Anniston, AL)

Job Description

Chief Executive Officer/ Manager

Summary: The Chief Executive Officer/ Manager Is responsible for the overall direction and administration of programs and services provided by the credit union; assurance that all aspects of the credit union's activities obtain maximum profits commensurate with the best interests of members, employees, and the public; reports to Board of Directors as the highest ranking official of the credit union; provision of the highest level of member relations and service; assurance of compliance with credit union policies and procedures, and regulatory requirements. The position is directly responsible for achievement of all established credit union operational and financial goals, requiring vision, leadership, and management. Includes supervisory duties of credit union staff and coordination for coverage in all operational aspects.

Formal Education Required/Preferred:

High School Diploma/GED (req'd)

Bachelor's Degree, especially in Business, Economics, or Finance/Accounting (pref'd)

Work Experience Required:

1. Minimum 7 years in a senior management level position
2. Extensive and proven track record in financial institution administration, operations, and procedures, with a thorough knowledge of generally accepted accounting procedures.
3. Background in credit administration, and applicable federal/state financial institution regulations.

Job Requirements: Ability to manage a team, react to change productively, collect data, establish facts, draw valid conclusions, resolve challenges effectively and efficiently, and interpret and comply with government regulations and legal documents.

Other Considerations: Must be bondable and NMLS licensable for fulfillment of mortgage loans.

Specific Job Functions:

Assist in directing all credit union operations, including planning and implementation of programs, policies, and procedures

Provide general administrative direction

Manage daily operation of credit union and establish office procedures

Supervise a budget for the credit union that is consistent with the overall strategic plan

Analyze various statistics and the use of technology in all areas of operation and make recommendations for the efficient operation and growth of the credit union

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Ensure availability of adequate equipment, supplies and working space

Ensure that the Board is informed on the conditions and operations of the credit union and all important factors influencing them

Maintain daily contact with employees, providing support, input, feedback and guidance concerning their daily operations

Monitor credit union activity, including number of transactions, volume, teller errors, loan volume, teller and loan personal sales and new accounts

Develop, implement and maintain operational procedures to maximize efficiency and quality of work and to provide consistent quality services to members

Identify areas for improvement, changes in procedures, new developments, or changes in services or products

Keep staff up to date on trends and general credit union information

Oversee hiring, promotions, transfers, terminations and other changes in status of assigned employees

Evaluate the job performance of subordinates to ensure quality of work and service to members

Attend board meetings and report on assigned areas of responsibility as requested by the board

Manage and recommend the purchase of equipment and supplies

Perform all budgeting, financial reporting, and department self-audit procedures to ensure the financial security of the credit union

Oversee the accounting operations of the credit union and ensure they maintain compliance with GAAP, NCUA regulations and all other applicable laws and regulations

Remain current on issues related to cyber security and implementation of board approved measures toward assurances

Review and post all daily and monthly general ledger activity

Perform all other accounting functions as requested by the Board or as otherwise needed

Must maintain exceptional multitasking skills and problem-solving skills

Have the ability to provide backup and support for the teller line and/or member services representative

Complete and maintain the NCUA 5300 Call Report

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Build positive relations with the field of membership and appropriate trade associations and regulatory organizations

Have an understanding of the Credit Union Secrecy Act as it relates to this job and comply with BSA by identifying suspicious activities and communicating required information to the BSA officer or supervisor promptly

Attend all mandatory regulatory training sessions.

Equipment or Technology Used:

Calculator, Computer, Microsoft Excel, Word, Outlook, familiarity with Cubicsplus/Portico software.

Disclaimer

This job description is not intended to be, nor should it be construed as, a contract for employment. Northeast Alabama Postal Employees Federal Credit Union makes no guarantee of permanent employment. This job description is to be used as a guideline to promote understanding of what the credit union has defined this position to be. This is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

July 2022 (updated)