

| | |
|--------------------------|---|
| Job Title | Credit Union Manager |
| Short Description | Provides financial counseling to members and non member employees, directs and supervises staff, financial records, and delinquent account records. Accountable for financial data, loan and investment portfolios, internal and external audits, and interpretation, application, and compliance with State and Federal regulations and laws. |
| Full Description | <p>PRIMARY DUTIES AND RESPONSIBILITIES</p> <p>Direct NFCU’s compliance with the federal laws and regulations set forth by the National Credit Union Administration and any other regulatory agencies. Work collaboratively with NFCU Board of Directors, Supervisory Committee, and internal and external auditors to monitor compliance.</p> <p>Ensure filing of accurate reports with government agencies as required by law.</p> <p>Oversee reviews of compliance related matters and ensures the findings are appropriately addressed in a timely manner.</p> <p>Provide administrative direction and management in all functions including accounting, BSA/AML, compliance, facilities management, finance, employee performance, investments, lending, marketing, operations, retail services, risk management, and security.</p> <p>Manage the day-to-day operation of NFCU and establish office procedures to use staff and facilities most efficiently, to promote products and services, to provide outstanding member service to achieve the goals of NFCU including compliance with all state and federal regulations.</p> <p>Develop, review, update, recommend, and implement financial policies and procedures in tandem with NFCU Board of Directors and Supervisory Committee.</p> <p>Analyze workflow on a continuous basis to improve efficiency and compliance while reducing cost.</p> <p>Recruit and select quality applicants for any vacancies, ensuring adequate staffing with motivated, well-trained employees.</p> <p>conditions and operations of the credit union and of all influencing factors.</p> <p>Conduct regular staff meetings to ensure the exchange of ideas, resolution of problems, discussion of trends, etc.</p> <p>Communicate information throughout the credit union.</p> <p>Build positive relationships with the field of membership, and with appropriate trade associations and organizations.</p> <p>Represent and promote the credit union at functions.</p> <p>Manage security and safety for the credit union, with responsibility to analyze security and safety policies and procedures, and to alert staff of any changes in a timely manner.</p> <p>Evaluate the job performance of staff to ensure quality of work and service to members. Institute performance standards for managed staff in order to achieve strategic</p> |

| | |
|----------------------------|--|
| | goals. Provide mentoring, coaching, or training to support and develop staff. Oversee collection of delinquent accounts, review and revise loan policies and procedures, approve loan applications in accordance with policy, work with new and existing members to answer questions and resolve issues. |
| Education | Bachelor’s degree in Business, Finance, Accounting, or other applicable field; or a combination of education and equivalent work experience. |
| Additional Comments | 5 (five) to 10 (ten) year’s credit union/retail banking experience. Thorough knowledge of audit procedures, government regulations, and credit union or banking operations. Prior supervisory experience required – ability to direct/supervise employees/activities. Strong leadership, decision making and communication skills. Computer proficiency with MS Office (Word, Excel, PowerPoint) Internet and Email. Able to be bonded. Lending experience. Core system implementation experience. Financial institution auditing experience. Industry certification desirable. |
| Credit Union | Northside Federal Credit Union |
| State | Georgia |
| Contact Name | David Thompson |
| Email | david.thompson@northside.com |
| Phone | 404-300-2980 |
| Fax | |
| Expiration Date | 01/31/2024 |