

Job Title Vice President of Finance & Accounting

Short Description The Vice President of Finance & Accounting is responsible for the daily operation of the Credit Union's accounting and financial functions and for significant contributions to the formulation, implementation, and administration of corporate-wide policies and business goals. This position manages the Credit Union's finances, including investments and securities, performs accounting and financial analyses, and prepares and compiles budgets and financial reports. The Vice President of Finance & Accounting establishes and maintains internal accounting controls and oversees preparation and submission of government and regulatory forms and payments. This position manages the Credit Union's insurance coverage and liquid assets, participates in portfolio management, and oversees borrowing activities.

Full Description DUTIES AND RESPONSIBILITIES include, but not limited to, the following:

1. The development and implementation of effective financial and accounting strategic plan.
2. The development, recommendation and implementation of such internal accounting and financial controls and programs as are necessary to preserve and expand corporate assets
3. Responsible for the effective maintenance and reporting of financial records
4. Supervise assigned personnel, ensuring optimal performance
5. Responsible for the effective performance of area functions
6. Establish and maintain effective business relations with vendors, outside auditors and regulators, and with those form professional trade and civic groups
7. Responsible for general ledger entries as they relate to payroll, 401k, workers compensation and related items
8. Responsible for related duties as required or assigned

QUALIFICATIONS include, but not limited to, the following:

1. Must be detail oriented with strong organizational and analytical skills
2. Excellent verbal and written communication skills
3. Very strong Microsoft Excel and Word ability
4. Thorough understanding of financial and accounting practices, procedures and regulations
5. Knowledge of investments, financial research and reporting
6. Strong interpersonal and leadership skills
7. A dedication to meeting the expectations and requirements of internal and external members, using feedback for continuous improvement, and developing and maintaining effective relationships

8. Bachelor's degree in Accounting, Finance or equivalent work experience.
9. Five to ten years of related progressive experience
10. Supervisory experience required
11. Symitar or ProfitStar experience a plus
12. Credit Union experience preferred.
13. Policies as required by the position. Maintains a working knowledge of all credit union products and services, organizational policies and procedures, and state and federal regulations related to credit union operations. Responsible for maintaining knowledge and understanding current trends, laws, issues and best practices affecting area of expertise. Attends meetings, conferences, courses and workshop that will increase professional knowledge and be otherwise beneficial to the Credit Union. This includes but not limited to BSA/AML Compliance Training and understanding employees role in maintaining an effective BSA/AML compliance program.

Education	Bachelor's degree in Accounting, Finance or equivalent work experience.
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Additional Comments

Credit Union	Pinellas Federal Credit Union
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State	Florida
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Expiration Date	04/29/2022
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