

<b>Job Title</b>	Assistant Manager
<b>Short Description</b>	Red Oak Credit Union is looking for a highly motivated, trustworthy, personable professional to fill its vacant Assistant Manager position. Ideal candidate will have a Bachelor's Degree in a business-related field or 15+ years of experience in financial services. Ideal candidate must possess strong analytical, critical thinking, managerial, and organizational skills, along with in-depth experience in Accounting and Microsoft Office programs. Credit Union experience preferred. No telephone or in person inquiries please.

## Full Description

Red Oak Credit Union is looking for a highly motivated, trustworthy, personable professional to fill its vacant Assistant Manager position. Ideal candidate will have a Bachelor's Degree in a business-related field or 15+ years of experience in financial services. Ideal candidate must possess strong analytical, critical thinking, managerial, and organizational skills, along with in-depth experience in Accounting and Microsoft Office programs. Credit Union experience preferred. No telephone or in person inquiries please.

### Purpose

The Assistant Manager will be responsible for the following: assisting the CEO/Manager in the overall management of the credit union; ensuring financial stability and member satisfaction commensurate with the best interest of the members, the employees, and the credit union; providing input on strategic direction and vision to the CEO/Manager; and supervising and managing daily operations of the credit union.

### Duties and Responsibilities

- Direct and supervise the operational management of credit union employees on a day-to-day basis.
- Work with the CEO/Manager in identifying trends in the industry, instituting new programs or products, and evaluating products and services.
- Recruit and select quality applicants for vacancies, ensuring that the credit union is adequately staffed with competent employees.
- Maintain a highly motivated, well-trained staff.
- Establish and maintain effective employee relations.
- Assist in the preparation and implementation of the budget for the credit union that is consistent with the overall strategic plan.
- Develop, apply, and evaluate policies and procedures for the credit union.
- Develop, implement, and maintain operational procedures to maximize efficiency and quality of work and provide consistent quality service to members.
- Evaluate the job performance of credit union staff to ensure quality of work and service to members.
- Institute performance standards for staff in order to achieve strategic goals.
- Hold periodic staff meetings. Identify areas for improvement, changes in procedures, new developments, or changes in services. Keep staff up to date on trends, exchange of ideas, and general credit union information.
- Attend board meetings in the absence of the CEO/Manager and report on assigned areas of responsibility as requested by the CEO/Manager.
- Review and develop strategic plans in relation to the overall goals of the credit union.
- Assist the Supervisory Committee and/or their appointed designee to ensure compliance with internal controls.
- Ensure that the credit union is in compliance with the federal laws and regulations set forth by the National Credit Union Administration and other regulatory agencies.
- Assume all responsibilities of the credit union CEO/Manager in his or her absence.
- Receive and respond timely to all member complaints unresolved by middle management.
- Handle all Human Resources related functions for the credit union (i.e. payroll processing, employee documentation, performance evaluations, tax submission, liaison with third-party benefit providers, etc).
- Assist CPA firm with timely completion of all annual tax forms.
- Complete 5300 Call Report on a quarterly basis and in a timely manner.
- Supervise all Accounting Dept functions and ensure tasks are being completed timely.
- Represent and promote the credit union at external functions.
- As management personnel, be knowledgeable of all credit union operations and be willing to assist in whatever capacity needed.
- Follow all credit union policies and procedures.
- Other duties as assigned.

<b>Education</b>	Ideal candidate will have a Bachelor's Degree in a business-related field or 15+ years of experience in financial services.
<b>Additional Comments</b>	
<b>Credit Union</b>	Red Oak Credit Union
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<b>Expiration Date</b>	01/31/2021