

## **Vice President of Accounting**

To plan, organize, lead, control and coordinate daily operations of the credit union's accounting department. To ensure prompt, professional and friendly service to our members through timely and accurate reporting and processing of accounting department activity.

### **Essential Functions**

1. Oversee and manage the financial and accounting functions of the credit union to include: AP, AR, ALM, budgets, general ledger, investments, payroll, taxes, financial reporting and financial analysis.
2. Develop and implement policies and procedures for the accounting department, and ensure all activities are in accordance with current law, regulations and GAAP.
3. Responsible for financial analysis and reporting including liquidity, cash management, deposit and loan pricing and cost control.
4. Responsible for GL reconciliation, analysis of financial reports and journal entries. Produce end-of-month financial statements.
5. Develop and implement processes to streamline credit union accounting procedures.
6. Monitor fixed-asset management.
7. Manage the investment portfolio to include purchases, sales and reporting, including mark-to-market accounting.
8. Timely and accurately complete quarterly reporting to include: NCUA call report, c myers risk analysis, profitability and internal comparison reports.
9. Timely and accurately complete annual analysis of the credit union's NEV.
10. Prepare special accounting studies, analyses and special projects as requested by management.

### **Secondary Functions**

11. Actively participate in recruitment, selection, development, evaluation and compensation of subordinates.
12. Serve as management liaison on Board committees as assigned
13. Additional tasks as assigned by the Pres./CEO.

### **Preferred Background**

- Education: Bachelor's degree, or higher, in Accounting, Finance, Business Administration or related field of study; equivalent experience may substitute for education
- Goal-oriented with a cross-sell aptitude
- Experience: Minimum two years accounting and management experience

## Preferred Knowledge and Abilities

- Proficient knowledge of credit union financial products and services.
- Ability to make sound business decisions in accordance with CU policies and philosophy.
- Listen, perceive and interpret what others are communicating, both verbally and nonverbally.
- Interact respectfully, professionally and compassionately with diverse people, both in individual and group setting.
- Ability to obtain needed information from others both verbally and in writing and to convey detailed technical information to others.
- Ability to calculate basic figures and amounts on financial transactions.
- Prioritize multiple projects and tasks and meet deadline, while dealing with changes and interruptions.

## Working Conditions

This position may require the following physical abilities:

- Lift, push, pull or carry up to 20 pounds
- Reaching at or above shoulder level
- Talking – Expressing or exchanging ideas by means of the spoken word
- Hearing – Perceiving the nature of sounds. Used for those activities which require ability to receive detailed information through oral communication
- Vision – Clarity of vision at 20 inches or less
- Ability to work within a fast-paced environment

## Hours

Saturday	8:50 a.m. – 12:30 p.m.
Monday	8:50 a.m. – 5:30 p.m.
Tuesday	8:50 a.m. – 5:30 p.m.
Wednesday	8:30 a.m. – 5:30 p.m.
Thursday	8:50 a.m. – 5:30 p.m.
Friday	8:50 a.m. – 5:30 p.m.

## Disclaimer

The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job.

First Missouri Credit Union is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Credit Union will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.