

Chief Financial Officer

Exempt | Salary

OVERVIEW

The Chief Financial Officer plans, directs, and controls the Credit Union's overall financial plans, policies, and accounting practices. The CFO is responsible for the fair measurement and presentation of the Credit Union's financial results and condition under GAAP and for safeguarding and optimum use of the organization's assets to maximize return. The CFO reports to the President/CEO and directs Financial Operations, Quality Assurance, and Compliance, providing leadership, training, and supervision.

DUTIES AND RESPONSIBILITIES

- 15%** Ensure complete records of the assets, liabilities, income, and expenses of the Credit Union are maintained by generally accepted accounting principles and National Credit Union Administration (NCUA) regulatory accounting requirements. Oversees preparation of reporting for the NCUA, other governmental agencies or regulatory organizations, bonding companies, and lenders.
- 15%** Control all funds of the institution, including but not limited to ensuring adequate funds are available to meet liquidity needs; investing surplus funds in compliance with NCUA regulations; arranging borrowed funds under approved commitments; and overseeing timely payments for taxes, payroll, expenses, and other liabilities.
- 15%** Oversee interest rate analysis, providing recommendations for setting the Credit Union's lending and deposit interest rates. Manage the asset liability and interest rate risk modeling, including but not limited to earnings at risk and economic value of equity analysis with base case and various interest rate forecast scenarios. Serve as the primary liaison with asset liability management vendors.
- 15%** Oversee Credit Union's Quality Assurance and Compliance team. Responsible for vendor management program; advise on contracts into which the Credit Union may enter; manage contract lifecycle for all agreements.
- 15%** Coordinate audits of the Credit Union's financial statements by an independent CPA firm. Assist regulatory examiners during their reviews. Prepare audit/exam reports outlining results and recommend corrective measures as necessary. Assist the Supervisory Committee in fulfilling its duties and responsibilities. Conduct and/or assist with special investigations or audits; cooperates with law enforcement agencies as deemed necessary.
- 15%** Present financial metrics to stakeholders; proactively seek out ways to improve the Credit Union's processes to increase revenues and improve cost efficiencies. With other Senior Leaders, oversee best practices and review the allocation of resources to address issues that may affect the Credit Union's financial well-being.
- 10%** Supervise preparation of all official financial reports, including but not limited to monthly financial statements, annual operating expense budget, and financial projections. Analyze and evaluate Credit Union practices regarding delinquencies, charge-offs, bankruptcies, and foreclosures to minimize losses.

Must comply with all company policies and procedures, applicable laws and regulations, including but not limited to the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control.

EDUCATION AND EXPERIENCE

Experience

- Minimum of 7-10 years' similar or related experience, including time spent in preparatory positions
- At least 2-3 years of experience at a senior management level, including a strong work history in accounting and experience gathering, evaluating, and monitoring financial information
- Previous CFO experience at a financial institution highly preferred
- Experience preparing and presenting materials to stakeholders preferred, including presentations to Board of Directors, committees, members, and/or employees

Education

- Bachelor's degree in related business required; bachelor's degree in accounting/finance strongly preferred
- CPA license and/or MBA preferred

Skills

- Must engage and communicate with stakeholders proactively, collaboratively, and constructively; ability to confidently prepare and persuasively present in-depth financial summaries to stakeholders
- Ability to think strategically, providing recommendations to effectively address evolving business needs and ongoing challenges
- Must lead by example and remain self-aware and reflective, demonstrating the values and guiding principles of Infuze Credit Union at all times

ADA REQUIREMENTS

Individuals must bend, sit, and stand to perform primarily sedentary work with limited physical exertion and occasional lifting up to 25 lbs. Must be capable of climbing / descending stairs in an emergency. Must operate standard office equipment, including computer terminals and keyboards, telephones, copiers, facsimiles, and calculators. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must work extended hours or travel off-site whenever required or requested by management. Must be capable of regular, reliable, and timely attendance.

ACKNOWLEDGEMENT

This job description is not a contract and should not be presumed to guarantee employment. Infuze Credit Union is an Equal Opportunity Employer and does not discriminate against employees or applicants based on race, color, religion, gender, national origin, disability, age, or any other category protected by law.

EMPLOYEE

DATE

AUTHORIZED REPRESENTATIVE

DATE