

Finance Job Function

Banking Mgt VI

Grade: 60

Job Code: F0560M

Job Family: Banking

Job Family Matrix: [Banking \(Finance\) Matrix](#)

Summary

Direct the operational functions of the credit union. Direct the staff and activities for transaction processing, deposit services, loan origination and servicing, electronic delivery, and branch administration. Responsible for overseeing back office operations and delivery of products and services to members.

Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Direct the activities of all branch offices and provide oversight to ensure that branches are operational and members are being served
- Manage processing systems and implement solutions, new technology and system enhancements and procedures to improve productivity, accuracy, control and throughput of transaction processing; ensure system compliance with product attributes, rate changes, fee schedules and applicable policy
- Ensure the safeguarding of assets, personnel and facilities as the Security Officer; develop and manage alarms, systems and procedures to mitigate fraud and larceny
- Oversee compliance and hold loan signing authority
- Collaborate with management to achieve credit union wide business plan objectives and advises on credit union strategic planning
- Serve as the principal source of information for products and services
- Ensure financial compliance with University policies and procedures and applicable legal rules and banking regulations

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 10 years' relevant work experience
- Supervisory Experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, intermediate excel skills
- Working knowledge of basic financial administration principles
- Demonstrated experience with financial systems and data query tools

Certificates and Licenses

Physical Requirements

- Ability to exert up to 35 pounds of lifting force occasionally

Working Conditions

- Work is performed in an office setting