



Denver Municipal Federal Credit Union

Job Description: **1010**
Vice President of Finance

Date: April 1995

Reports to: President

Objective: To lead, direct and supervise accounting/data processing operations. To prepare and maintain all credit union accounting and financial records in accordance with standardized accounting procedures, laws, rules, regulation and requirements of the National Credit Union Administration. To develop and implement procedures for efficient back-office operations to include: in-house computer systems, share draft processing, ACH processing, savings bond and VISA debit/credit card processing. To maintain compliance with all state and federal regulations relating to credit unions. To ensure for the quality of the loan portfolio.

Essential Responsibilities:

1. Ensures for the quality and progress of services provided by the accounting/data processing department.
2. Supervises and develops an effective and efficient staff: conducts training, performance appraisals, merit reviews and develops performance standards for staff.
3. Directs the processing of payroll through payroll services. Maintains credit union personnel fringe benefit records to include accrued sick and vacation time and health, life, dental and disability insurances.
4. Acts as plan administrator/trustee for the credit union employees' money purchase plan and trust pension plan.
5. Maintains the accuracy, and readiness for examination, all accounting and data processing records for regulatory examination and CPA audits. Answers questions regarding the status of all accounting/data processing records. Keeps the President informed of concerns.
6. Prepares the financial reports to include: balance sheets, income statements, GAP analysis, bank reconciliation and various statistical reports.

7. Prepares management reports relating to accounting and data processing operations.

Job Description: **1010**
Vice President of Finance

8. Reviews management reports in conjunction with accounting/data processing. Reviews and interprets financial reports, and provides management reports relating to accounting/data processing operations.
9. Works with the management team to develop a network to effectively inform and educate staff.
10. Participates with the Board of Directors and management in the planning process to identify, establish and routinely review goals and objectives.
11. Performs other related duties, including special projects, as required or requested.

Qualifications:

Education/Experience: Bachelor's Degree in Accounting or National Credit Union Institute Certification with the equivalent in recent and related work experience, and five (5) or more years of recent and related accounting experience. Must be able to work flexible hours. Demonstrated supervisory and development experience. Demonstrated willingness to participate in technical and professional development seminars, training and education as required. Must be bondable.

Performance: Demonstrated experience performing in compliance with established human resource and departmental policies regarding: attendance (absences, tardiness, sick leave and vacation use, and other scheduled or unscheduled absences); dress code; customer/member services; safety; security, disaster and other policies procedures and practices. Demonstrated effective and diplomatic oral and written communication skills. Performance is limited to the scope of essential duties and responsibilities.

Physical/Environmental Characteristics: Essential duties are performed in a general office work environment and regularly require sitting at a work station/desk while completing paperwork or using computers, calculators, copiers, fax machines and other business office machines and equipment. Essential duties may also involve: occasional kneeling, squatting, bending, walking, crouching, stooping and lifting up to 30 pounds to stack, store supplies or various office equipment, as directed. **Compliance to security and safety procedures, including use of Personal Protective Equipment (PPE), is required.**

