



# Denver Municipal Federal Credit Union

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

Date: October 1996

**Reports to:** President/CEO

**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.

**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.

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7. Prepares management reports relating to accounting and data processing operations.
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. Prepares ALM reports to include income simulation, "what if" scenarios and MVPE.