

**JOB TITLE:** Director of Finance, Vice President**STATUS:** Exempt**REPORTS TO:** Chief Financial Officer

**MISSION:** Interpreting financial and operational data and effectively identifying and communicating links to strategic goals and providing recommendations to improve the Bank's performance.

**INTENT:** The Director of Finance is a single-position classification. The employee must possess a thorough understanding of generally accepted accounting principles and regulatory accounting and how these principles effect the management of the Bank. Responsible for the Asset/Liability Management of the Bank's balance sheet including development of financial projections and budget variance analysis.

**PRINCIPAL ACCOUNTABILITIES:**

**Financial Management:** Responsible for overseeing the Asset and Liability Management of the Bank's finances in conjunction with the CFO.

- Providing financial analyses recommendations related to forecasting organizational and product profitability, ad hoc costs and benefit analysis, peer group and industry analyses, and internal consulting for all levels of management.
- Managing the Asset/Liability Management processes and analysis
- Provide recommendations in the areas of interest rate risk and portfolio risk managements, profitability analysis, and cash management.
- Developing, validating, and documenting periodic Asset/Liability Management model assumptions.
- Analyzing and interpreting results and then providing directional analysis for the CFO.
- Managing, developing, and improving process and models for planning and analyses of various, revenue, expense, and balance sheet items to support business needs.
- Working with third party vendors to maintain software resources for financial management, including the Asset/Liability Management financial monitoring, loan portfolio, and profitability software programs.
- Developing and maintaining spreadsheets and statistical models for financial analysis and managerial reporting
- Researching and resolving problems and errors in data from the core processing system and other subsidiary systems.
- Translating, consolidating, and preparing financial statements, budgets, and forecasts.
- Includes other duties as assigned.

**Investment Portfolio and Cash Management:** Administers the Bank's investment portfolio and cash management position.

- Administers the Bank's investment portfolio per the Investment Policy and ALCO Policy to manage interest rate risk, assure liquidity, and provide yield.
- Remains current on market information, which may affect the value of the securities in the Bank's portfolio and make recommendations for changes and/or sales.
- Monitors the Bank's daily cash management position and makes appropriate adjustments to borrowings or the sale or purchase of federal funds.

**Communications:** Performs a variety of written and verbal communication tasks and projects in order to ensure satisfactory completion/implementation of work or projects.

- Prepares informal and formal written communiqués for internal and/or external customers, management, employees, etc. to include memorandums, board reports, policy updates, etc.
- Working collaboratively across departmental lines to ensure enterprise objectives are achieved.

**Interpersonal/Team Skills:** Demonstrating the highest standards of performance and embodying the Bank's corporate culture. Establishes and maintains effective working relationship with all level of employees, internal/external contacts, senior executives, Board members, customers, vendors, etc. to ensure quality service, effectiveness of projects and work assignments, and an understanding of the Bank's policies and procedures.

**Minimum Job Requirements:**

- Formal college-level training and education in business required; advanced business degree preferred.
- Strong attention to detail.
- Demonstrated ability to understand business goals and develop business plans/budgets designed to meet those business goals.
- Effective interpersonal skills to relate to a variety of executive officers, board of directors and staff; public relations skills; tact, diplomacy and the ability to understand and interpret policy and procedures.
- Ability to handle highly confidential information. Ability to work on many projects simultaneously with a variety of employees, managers, executive officers and/or directors.
- Demonstrated effective time management skills. Ability to work effectively in a team environment and accomplish work assignments under tight schedules.

- Has strong analytical abilities, strong working knowledge of Asset/Liability Management, an understanding of profitability theory and modeling, and is able to set up and utilize budgeting and financial modeling systems
- Has a comprehensive knowledge of financial accounting, financial institution policies, products, and services.
- Has knowledge of Bank Accounting metrics and examples of application in real-life situations
- Able to use advanced quantitative and analytical techniques in problem solving and planning situations
- Has excellent interpersonal and communication skills (written and oral) to communicate ideas effectively at all organizational levels
- Able to act independently with minimum direction
- Has excellent organizational, time management, and project management skills to manage multiple priorities and meet deadlines
- Extensive experience with a personal computer, particularly word processing and spreadsheet programs, such as Microsoft Word, Excel, and SQL
- Able to exercise judgement, initiative, and tact in dealing with members and staff
- 5+ years of experience in financial analysis, financial modeling, planning, forecasting, and management reporting preferred
- Previous experience with asset/liability management at a bank or credit union preferred
- Experience with database reporting and accounting software preferred
- Applicants must be authorized to work for ANY employer in the US. We are unable to sponsor or take over sponsorship of employment Visa at this time.

**Internal Contacts:** This position has contacts with senior management, officers or officials; managers, professional employees, or program administrators; and non-managerial employees, which involves explanation and convincing those contacted to cooperate, grant approval or take action on complex information through the use of human relations skills.

**External Contacts:** This position has contacts with business professional representatives of client or competing organizations or governmental enforcement agencies; business or professional representatives of outside groups, agencies, or organizations; and outside clerical, production, or service employees or job applicants, which involves explanations and discussion of difficult and complex information through the use of human relations skills.

**Physical Requirement:** Physical and environmental factors are not a consideration for this position.

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.