

Job Description: President/CEO

The President/CEO of the Western Baptist Federal Credit Union is hired by the Board of Directors of the Credit Union and reports directly to them. The President/CEO is responsible for complete Credit Union operation ensuring financial stability, regulatory compliance, strategic direction, leadership and member satisfaction. The Board of Directors will direct and assign duties to the CEO, as necessary, to oversee the daily operations of the credit union.

DUTIES AND RESPONSIBILITIES:

- Responsible for the daily operations of the Credit Union
- Develops and implements procedures to operate the Credit Union in an effective, efficient, compliant and member orientated manner.
- The President reviews all internal policies for compliance and may periodically recommend changes to the Board of Directors.
- Act as the BSA officer for the Credit Union, which ensuring reporting functions are completed.
- File all required reports in a timely manner to all regulatory agencies and auditors.
- The President will review vendor contracts for compliance and most importantly, protect the Credit Union's interests.
- Supervise the accounting function, either by performing or assisting in these functions, when necessary.
- The President collaborates with the entire staff to ensure necessary regulatory compliance within all aspects of the operation.
- Develops and recommends loan interest rates and individual rates that provide maximum value for the customer and insures profitability for the Credit Union.
- Supervises lending officer in the performance of their function and fulfills that role when needed.
- The President oversees delinquent loans, the collection process and ensures the adequate funding of Allowance for Loan Loss account.
- The President handles all bankruptcy proceedings in cooperation with legal representation and updates the Board of Directors.
- Continuously evaluates the Credit Union's product mix and the value it provides to the membership and the Credit Union.
- The President works with 3rd party vendors to ensure the Credit Union's investment portfolio will be resistant to potential rate fluctuations and to maintain the proper ratio of securities to maintain adequate cash reserve.
- Present an annual budget based on a strategic business plan, to the Board of Directors for approval.
- Oversee employee benefits, working with approved vendors to ensure that both the employee and Credit Union receive the best coverage for the best value.
- Facilitate the planning of the Credit Union's Annual Meeting.
- Works closely with the Board of Directors to develop a strategic business plan to guide the Board in its deliberations and decisions concerning services and programs offered.
- Responsible for maintaining and developing knowledge of Credit Union financial operation skills.
- Works closely with the Board of Directors to ensure that appropriate salary and wage structures are maintained throughout the Credit Union and that use of these structures is properly controlled; oversees the hiring, promotions and discharges of all staff.
- As the registered agent of the organization, informs the Board of Directors of all pertinent matters and perform duties, as assigned by the Board of Directors, for the betterment of the Credit Union.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- Preferred are to have 5 or more years managerial/supervisory experience in public or private financial management.
- Preferred is a bachelor's degree in finance.
- General knowledge of the principles and practices of financial administration
- Knowledge of sound techniques in all aspects of financial management.
- Previous loan experience.
- Ability to develop long-term plans and to evaluate work accomplishments.
- Ability to present facts and recommendations effectively in oral and written form.
- Must be able to pay close attention to details.