



## Police Federal Credit Union

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### Position Description

**Title:** Chief Financial Officer  
**Reports to:** President / CEO  
**FLSA Status:** Exempt

The Police Federal Credit Union, headquartered in the Washington, D.C. Metropolitan area, is a full service, not-for-profit financial institution that has been committed to protecting the financial interest of members of the law enforcement community since 1935. We have an immediate career opportunity for an exempt, full-time Chief Financial Officer at our Upper Marlboro, MD location reporting directly to the President / CEO.

**Organization Conformance Statement:** In the performance of their respective duties and responsibilities all employees are expected to conform to the following:

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and management.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other departments, employees, customers, members, and management.
- Work effectively as a team contributor on all assignments, and have general knowledge of Police Federal Credit Union's operations and services.

**Position Purpose:** This role is responsible for the overall fiscal administration (Finance and Accounting functions) of the Credit Union concerning income, expense, assets, liabilities and capital as a basis for management planning and decision-making. This includes, but is not limited to measuring, analyzing, interpreting, reporting and forecasting of financial and economic activity, regulatory reporting and trend analysis. This position manages and maintains the Credit Union's investment portfolio; is responsible for all internal controls, documentation and maintenance of finance and accounting processes; directs the budgeting process and manages the ALM process; represents the Credit Union to regulatory agencies, other financial organizations, trade associations and others; responds to questions and/or provides information upon request from members (internal and external); processes requests/transactions, as appropriate; assists members and potential members in understanding and utilizing Credit Union

products and services; assists in developing strategies for risk management; and assists with strategic and succession planning.

**Essential Duties and Responsibilities:**

1. Directly or through subordinates, oversee and manage the financial and accounting functions of the credit union to include: ALM, AP, AR, budgets, collections, GL, financial analysis, financial reporting and recordkeeping, investments, payroll and taxes.
2. Preparation of the NCUA 5300 call report, Federal Reserve 2900 report.
3. Responsible for the monthly investment portfolio accounting and reconciliation.
4. Present monthly reports to senior management, management and Board of Directors.
5. Participate in determining deposit and loan rates.
6. Make investment decisions in accordance with investment policy.
7. Performs financial analysis of Police FCU operations to ascertain financial performance, liquidity position, cash flow, budget performance, cost control and similar financial activities.
8. Develop, implement, and evaluate policies and procedures for the Accounting/Finance Department. Ensure that policies and procedures reflect current regulations and are communicated to and implemented by subordinates.
9. Maintain a thorough knowledge of policies and procedures and trends in the credit union industry, with particular attention to the Bank Secrecy Act, Patriot Act, and with robbery procedures.
10. May direct and supervise development, production, promotion, and sale of the credit union's products and services.
11. Directly responsible for managing, coaching, evaluating, training and development, motivation and discipline of assigned management and staff. Hold periodic staff meetings. Identify areas for improvement, changes in procedures, new developments, or changes in services. Keep staff up to date on trends and general credit union information.
12. Assist with lease negotiation and major purchasing decisions for capital equipment or other capital asset expenditures.
13. Assist in analysis of new branch site locations and closings of existing branches.

14. Responsible for all aspects of the general ledger and accounting software (Cruise Systems). Maintain system controls related to the setup of new general ledger accounts, general ledger trial balance and reports (making system improvements and updated processes when appropriate).
15. Serve as the credit union's liaison with regulatory agency examiners and auditors. Directly responsible for ensuring accounting operations meet performance standards set by the Board of Directors, CEO, Executive Management, Financial Accounting Standards Board (FASB), and relevant regulatory agencies.
16. Develop, perform, and oversee various internal audit procedures, i.e. cash counts, teller drawer audits, review of employee accounts, loan documentation, wire transfer, etc.
17. Assesses the impact of new and/or potential regulatory and accounting pronouncements relative to the organization's financial operations. Ensures compliance with such pronouncements.
18. Responsible for business continuity planning and testing for their areas of responsibility.
19. Perform other duties as assigned.

#### **Skills and Qualifications:**

**Experience and Education:** Incumbent must have a minimum of five (5) years direct accounting experience in a credit union or financial institution environment, including three (3) years in a management capacity within the Accounting discipline. Most hold a Bachelor's Degree in Accounting and/or Finance or Business Management (Accounting or Finance emphasis) required. Additional studies in the area of Computer Information recommended.

**Interpersonal Skills:** The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the position.

**Additional Skills:** Excellent analytical skills, people skills, and self-direction are required. Must be proficient with PC accounting, spreadsheet, and word processing software. Background in bank data processing systems deferred.

We are proud to be an equal opportunity employer

Website: [www.policefcu.com](http://www.policefcu.com)