

Mocse Federal Credit Union

POSITION TITLE: Financial Analyst
DEPARTMENT: Finance
POSITION REPORTS TO: VP of Administration
GRADE: 10
POSITIONS SUPERVISED: None

POSITION PURPOSE

Conducts assigned financial studies and surveys to collect, summarize and analyze financial actions. Assists in preparing recommendations for policy, procedure, control, or action. Evaluates and analyze standard capital expenditure proposals, investment opportunities, operating records, financial statements, and the like. Assists in the preparation of special studies, reports, analyses, and recommendations in areas such as budgets, forecasts, statistical reports, and business forecasts.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1. Assumes responsibility for the effective performance of Financial Analyst functions.**
 - a. Assists in the preparation of monthly, quarterly, and annual financial and regulatory reports
 - b. Provides financial analysis, forecasting, reporting, variance analysis, cost-benefit analysis, and other decision-support services to executive management.
 - c. Develops forecasting and reporting templates based on historical performance and future expectations.
 - d. Coordinates with management to ensure solutions, products, and programs are operational and performing as designed and forecasted.
 - e. Assists in the preparation of the annual budget including balance sheet, income statement, Cash flows, depreciation, and amortization forecasts.
 - f. Implements and maintains existing interest rate risk simulation model and related balance sheet valuation verifying the accuracy, reasonableness, and consistency of data and assumptions.
 - g. Provides forward-looking assessments of interest risk under various balance sheet scenarios, supporting the optimization of the balance sheet risk-return profile.
 - h. Assists in the preparation of financial reports in supporting asset/liability management and the monthly ALCO committee meetings including analysis of data and results, recommending options for better reporting and areas of needed review.
 - i. Develops a cost model to evaluate both cost and benefit associated with current and future products and services, including recommended product/service modification, improvement, or elimination.
 - j. Analyzes the lending portfolio and prepares associated reports.

2. Effectively researches, analyzes, tracks, documents, and reports credit union investment activities.

- a. Interprets investment data concerning price, yield, stability, and future trends. Summarizes data describing current and long-term trends in investment risks and economic information from brokers and financial periodicals.
- b. Oversees appropriate internal/external documentation and records for investment transactions. Reviews investment subsidiary schedules for accuracy and completeness.
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- c. Develops charts, graphs, and reports to document and reflect the current market, and purchase analysis. Attends regular meetings with approved brokers to review the investment portfolio strategy.

3. Assumes responsibility for the accurate and timely completion of financial records.

- a. Back-test forecasted results to ensure accuracy.
- b. Produces investment and liquidity forecasting reports regularly.

Completes miscellaneous financial analyses, reports, and records.

4. Assumes responsibility for establishing and maintaining effective communication and coordination with area personnel and with management.

- a. Assists and supports Credit Union personnel/departments. Provides reporting and analysis as needed.
- b. Keeps management informed of area activities and any significant problems.
- c. Attends and participates in meetings as required.
- d. Assists management in the implementation of new financial programs and procedures. Provides recommendations on process improvements, pricing recommendations, and quality controls.

5. Assumes responsibility for related duties as required or assigned.

- a. Stays informed of trends and changes in the finance field.
- b. Completes other duties as assigned.
- c. Serves as a financial resource for Management.

PERFORMANCE MEASUREMENTS

1. Management is provided with useful information and is appropriately informed. Financial reports, research, and financial analyses are accurate and timely. Suggestions for improved controls or changes in investment strategies and policies are provided.
 2. Financial functions are conducted in accordance with established Credit Union policies, procedures, and standards. The Credit Union's portfolio is closely monitored and its quality is maintained.
 3. Cash and funding projections are accurate.
 4. Positive, professional business relations exist with vendors and external contacts.
 5. Good coordination and effective communication exist with other departments. Assistance is provided as needed.
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QUALIFICATIONS

EDUCATION/CERTIFICATION: Bachelor's degree or an equivalent combination of experience and training.

REQUIRED KNOWLEDGE: Knowledge of related accounting and computer applications.
Thorough understanding of financial research, and reporting. Preferred understanding of investments, but not required.

EXPERIENCE REQUIRED: Two to five years of similar or related experience.

SKILLS/ABILITIES: Solid analytical and organizational abilities.
Ability to operate computer applications.
Good written and oral communication skills.
Attentive to detail.
Good project management abilities.
Able to operate PC, calculator, telephone, and related financial software.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

TALKING: Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

AVERAGE HEARING: Able to hear average conversations and receive ordinary information.

REPETITIVE MOTION: Movements frequently and regularly are required using the wrists, hands, and/or fingers.

AVERAGE VISUAL ABILITIES: Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

PHYSICAL STRENGTH: Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

WORKING CONDITIONS

NONE: No hazardous or significantly unpleasant conditions (such as in a typical office).

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY: Ability to apply logical or scientific thinking to define problems, collect data, establish facts, and draw conclusions.
Able to interpret a variety of technical instructions and can deal with multiple variables.

MATHEMATICS ABILITY: Ability to compute discount, interest, profit, and loss; commission markup and selling price; ratio and proportion, and percentage.
Able to perform very simple algebra.

LANGUAGE ABILITY: Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.
Ability to prepare memos, reports, and essays using proper punctuation, spelling, and grammar.
Ability to communicate distinctly with appropriate pauses and emphasis; correct pronunciation (or sign equivalent) and variation in word order; using present, perfect, and future tenses.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature: _____ Date: _____