

Foothill Federal Credit Union

POSITION ANNOUNCEMENT

POSITION TITLE: Financial Analyst
DEPARTMENT: Finance and Accounting
CLASSIFICATION: Exempt

POSITION PURPOSE

Responsible for completing a wide range of financial analyses including preparing monthly variance analysis, cash flow forecasting, investment summary, quarterly concentration analysis on loans, investments and liquidity position, assisting in preparing the annual budget and using ROI to quantify marketing campaigns and other projects. Ensures all reporting requirements are accurate, complete, and timely. Uses data to assist in making data-driven decision. Provides ad hoc financial analyses for Senior Management as requested. Ensures professional business relations exist between all departments and other external professional contacts.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for effectively performing financial analyses.**
 - a. Prepares and reviews investment summary, investment activity reports as part of the Board report
 - b. Prepares and reviews all Asset Liability reporting i.e. Cost of Dividends, Loan Yield, Loan Trending, Deposit Trending, Cashflow Forecast report and liquidity tracking report
 - c. Prepares quarterly concentration risk analysis on the loan, investment and liquidity position
 - d. Prepares quarterly interest rate risk data and assumptions for external vendor for ALM analysis.
 - e. Assists with preparing annual budgets projection. Works with other department executives to collect budget data.
 - f. Completes miscellaneous financial analyses and reports as requested by Senior Management.
 - g. Uses data to calculate ROI for marketing campaigns and apply results for data-driven decision
 - h. Responses to auditor's and NCUA examiner's request on financial items

2. **Assumes responsibility for the effective and efficient performance of financial recordkeeping responsibilities.**
 - a. Records and reports decision making rationales, financial analyses, and corporate actions to assist in future planning.
 - b. Maintains and updates departmental budget records and compliance information.
 - c. Ensures compliance with regulatory financial reporting requirements.
 - d. Ensures the timely maintenance of financial reports, investment evaluations, and miscellaneous documents as required.

3. **Assumes responsibility for data management, analysis in the Business Intelligence area.**

- a. Prepares and collects data from the core system to formulate meaningful analysis or ad hoc analysis as requested by different departments for decision making.
 - b. Collaborates with our programmers to auto reports on building a customized data warehouse
 - c. Assists in developing the Business Intelligence by system implementation, data collection, data cleansing, building KPI and other recurring reporting.
4. **Assumes responsibility for ensuring professional relations with all clients, trade professionals, and external contacts.**
- a. Ensures professional business relations exist with external business vendors.
 - b. Obtains and conveys information as appropriate.
 - c. Maintains good relations with trade contacts and industry professionals.
 - d. Promotes goodwill and a positive image of the Credit Union.
5. **Assumes responsibility for related duties as required or assigned.**
- a. Ensures work area is clean, secure, and well maintained.
 - b. Stays informed of industry, market, and product trends.
 - c. Attends professional meetings and seminars.
 - d. Completes special projects as assigned.

QUALIFICATIONS

- EDUCATION:** Bachelor's degree in finance, accounting, business, or a related field.
- REQUIRED KNOWLEDGE:** Excellent knowledge of corporate financial analyses and risk management practices.
Understanding of general marketing principles and pricing strategies.
- EXPERIENCE REQUIRED:** Five or more years of related experience.
- SKILLS/ABILITIES:** Excellent problem solving skills.
Strong technical and analytical skills.
Able to organize, coordinate, and direct projects.
Solid oral and written communication abilities.
Able to use all related hardware and software applications including spreadsheets.
Able to use 10-key.

Deadline to Apply is June 25, 2021.