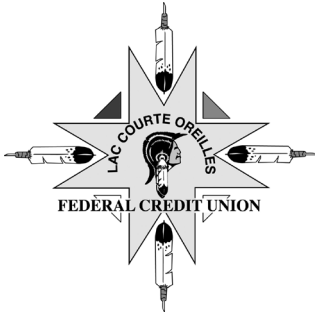


PLEASE POST



LAC COURTE OREILLES FEDERAL CREDIT UNION

LCO Box 1710 ■ 13829W County Hwy B ■ Hayward, WI 54843

Phone: 715.634.7772 ■ Fax: 715.634.7780 ■ www.lcofcu.com

JOB OPENING

Position Description
General Manager

Posting date: September 8th, 2020
Closing date: Open Until Filled
Salary: Negotiable depending upon qualifications
Location: LCO Federal Credit Union

Description of position:

The credit union manager reports to the Board of Directors. The manager will oversee the day-to-day operations of the credit union as well as carries out its long-term objectives as outlined by the board of directors. You will supervise all employees of the credit union.

Primary Duties and Responsibilities:

- Preparation of monthly financial statements.
- Oversee individual classification of delinquent loans
- Consumer loan underwriting and oversight of member credit representative(s)
- Monitor delinquent loans and perform collection activity as necessary.
- Oversight of member service representative(s).
- Preparation of quarterly call report to NCUA.
- Oversee and assist with the reconciliation of cash and corporate accounts.
- General ledger reconciliation.
- ACH debit/credit and share draft reconciliation
- Maintain amortization, prepaid expenses, and depreciation of fixed assets schedule.
- Perform periodic audit of vault and teller cash.
- Perform front-line (member service representative) duties when necessary.
- Maintain current grant reporting requirements.
- Apply for other grants that enhance credit union operations.
- Facilitate the payment of credit union expenses.

- Ensure that credit union practices and procedures are within NCUA rules and regulations, applicable Wisconsin laws and LCO Credit Union Policy.
- Maintain Strict confidentiality regarding member transaction and privacy.
- Initiate and foster relationships with other entities that promote or enhance credit union program and/or services.
- Provide recommendations to the board of directors based on analysis of current conditions regarding rates for share deposits and consumer loans.
- Conscientiously facilitate credit union growth accounting for NCUA regulations and asset-liability management considerations.

Qualifications:

- Bachelor's degree in accounting, business or another related field is preferred.
- An associate's degree in a related field combined with extensive experience working in accounting, management, and/or financial institutions will also be considered.
- Must have knowledge in bookkeeping and generally accepted accounting principles.
- Must be proficient in Microsoft Word and Microsoft Excel.
- Must be self-motivated.
- Must possess strong communication skills.
- Must maintain strict ethical standards of behavior and be of good moral character.
- Must have a valid WI Driver's license and vehicle insurance.
- Must pass a background check and be bondable.

Application Procedures:

Submit resume including three personal reference letters. Resume should include contact information, education, and work experience for the last three years (or related experience in customer relations or financial institutions). Resumes can be delivered or mailed to the LCO Federal Credit Union:

LCO Federal Credit Union
 Attn: Kristy Barber, Asst. Manager
 LCO Box 1710 (Mailing)
 13829W County Road B (Physical)
 Hayward, WI 54843

Fax: (715) 634 – 7780
 E-mail: kristy@lcofcu.com

*Tribal preference will apply to qualified applicants in accordance with the
 Lac Courte Oreilles Policies and Procedures Manual.*

PRIDE OF THE OJIBWA