



1200 North University Drive
Mail Slot 4963
Pine Bluff, AR 71601
870-534-1990
Fax: 870-534-5878

APPLICATION FOR EMPLOYMENT – PART-TIME POSITION

NAME _____, DATE OF APPLICATION _____

CURRENT ADDRESS _____

EMAIL ADDRESS _____, PHONE NO _____

Please include the following documents:

- Letter of application
- Updated Resume
- Work or related experience
- Education
- Three (3) current letters of recommendation

The credit Union will begin reviewing applications immediately and continue until the position is filled.

If selected, will you be available for an interview?

JOB DESCRIPTION

CREDIT UNION MANAGER – PART-TIME POSITION

The Credit Union Manager is responsible for the comprehensive oversight and strategic direction of the credit union. This includes managing daily operations, developing and monitoring budgets, preparing financial reports, and ensuring the implementation of services and products that meet member needs. The manager also oversees marketing efforts, ensures the security of the credit union's operation, makes investment decisions, and manages all aspects of accounting. Additionally, the manager evaluates and implements technology solutions to enhance the credit union's operational efficiency and service delivery. This multifaceted role requires strong leadership, financial acumen, strategic planning, and commitment to member satisfaction and organizational success.

SUMMARY OF PRIMARY MANAGERAL RESPONSIBILITIES:

- **Operational Oversight** - Plans, directs, and controls daily operational activities to ensure efficiency and effectiveness.
- **Strategic Development** – Develops and implements goals and objectives that support the credit union's mission and strategic plan.
- **Investment and Financial Decisions** – Makes investment decisions that align with the credit union's financial strategy and risk management policies.
- **Accounting Responsibilities** – Reconciles bank statements to ensure accuracy; Inputs journal vouchers and entries to maintain accurate financial records.
- **Dividends and Reporting** – Post quarterly share and certificate dividends; Submits quarterly reports to NCUA; Creates quarterly state and federal tax report; submits year-end members and employees documents (e.g., 1099, W-2s); and year-end closing of financial records for the fiscal year.
- **Marketing Responsibilities** – Creates and Maintain website, designs brochures and other promotional material and develops and sends email messages to the Field of Membership.
- **Technology Responsibilities** – Evaluates hardware and software needs and make recommendation to the Board for upgrades and acquisitions; Install, test and implement new hardware and software to ensure systems are functioning properly; and maintains the online banking services.

JOB DESCRIPTION

CREDIT LOAN OFFICER – PART-TIME POSITION

The Loan Officer at the credit union plays a crucial role in managing membership applications, daily transactions, and loan processing. This position requires strong organizational skills, attention to details, and the ability to communicate effectively with members. The Loan Officer advises members on available services, processes loan applications, assesses creditworthiness, and provides credit counseling. Additionally, the Loan Officer handles various administrative tasks, prepares reports for the board of directors, and ensures accurate and timely posting of transactions. By performing these duties, the Loan Officer contributes to the overall financial health and member satisfaction of the credit union.

SUMMARY OF PRIMARY RESPONSIBILITIES:

- **Application Processing** – Accepts applications, enters data into database for loan processing; also prepares membership packets for potential members with supporting documents and inputs data in the database.
- **Daily Transactions** – Receives and post deposits and payments accurately to member accounts; write and distribute share withdrawal check as requested for members; post electronic payments and other transactions upon request by members.
- **Loan Processing** – Advise current and potential members on available credit union services; receives and process loan applications; runs credit reports to assess the financial standing of the applicants and assess the creditworthiness of the applicant or forward to the credit committee; approves loans within delegate authority; communicate with members regarding delinquent loans negotiating repayment plans or settlements as needed; and assist with updating the Lending Policy.
- **Reporting and Statements** – Run monthly financial and activity reports for internal review; prepares packets for board of directors, summarizing key financial data and loan activity; also run and mail member statement semi-annually.
- **Administrative and Operational Support** – Perform daily backups to ensure data integrity and security; make bank deposits; pickup and sort mail; setup and host booth at benefit fairs to promote credit union services and file records for accessible record system; also mail correspondence, ensuring timely delivery of communications to members and other stakeholders.