

United Credit Union is looking for a manager.

The Manager plans and directs credit union operations, including lending, marketing, compliance, investments, accounting, IT and reporting. The leader must have a strategic vision and the ability to build the organization.

The Manager leads a team of 1 full time employee and 2 part time employees and is responsible for general control over the administration and operations of one credit union. Strong communication skills, and interpersonal and technical aptitude, is a must. The Manager plans, directs, coordinates, and oversees daily operations, workflow, and other activities in the credit union, advancing its customer service and financial objectives through strategic programs and policies.

Scroll down for the complete position description.

Contact Sandy Reinert at United Credit Union.

Send application letter and resumé to

United Credit Union

202 S. Topeka Ave.

Ness City, KS 67560

United Credit Union – Manager’s job description

Job Summary:

The manager of United Credit Union plans and directs credit union operations; including lending, marketing, compliance, investments, accounting, IT, and reporting. The leader must have a strategic vision and the ability to lead the organization. The manager leads a team of 1 full time employee and 2 part-time employees. Also, responsible for general control over the administration and operations of this credit union. Strong communication skills, and technical knowledge, is a must. The manager plans, directs, coordinates, oversees daily operations, workflow, and other activities in the credit union. By advancing its members service and financial objectives through strategic programs and policies.

Supervisory Responsibilities

- Recruits, interviews, hires, and trains staff
- Oversees the daily scheduling and workflow of the credit union
- Provides constructive and timely performance evaluations.
- Handles discipline, and termination of employees in accordance with credit union policy.

Duties/Responsibilities:

- Plans, recommends, develops, and implements policies and programs to advance the objectives and decisions of the board of directors.
- Leads and coordinates major activities, programs, and projects of the credit union staff.
- Ensures that appropriate safeguard measures are implemented for all funds, physical assets, and other property; leads appropriate corrective responses to security concerns and emergency situations.
- Plans, organizes, and directs membership promotions and education programs in conjunction with the marketing coordinator; evaluates membership promotions and makes recommendations to fulfill membership goals.
- Conducts, requests, or facilitates surveys and other data collection to measure members satisfaction and other quality and performance metrics.
- Develops and maintains personal relationships with credit union members to the greatest degree possible; manages member complaints, providing special attention in unique and high value cases.
- Establishes and administers the credit union’s budget.
- Facilitates and assists with internal or external audits.
- Ensures compliance with laws, regulations, standards, and best practices including completion and maintenance of documentation and records.
- Develops and maintains relationships with other associations and government or service organizations in the best interests of the credit union.
- Maintains knowledge of emerging technologies and trends in banking.
- Maintains active communication dialogue with the board of directors and performs other duties as requested by the board of directors.

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Ability to organize and analyze financial information and to accurately perform complex financial calculations.
- Thorough and detailed understanding of credit union policies and procedures.
- Excellent interpersonal and member service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- High School Graduate, Bachelor's degree in Business or related field required; advanced work level in banking is preferred but not necessary.
- Three years of experience in a credit union or comparable financial institution preferred but not necessary. Willing to train the right person.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds, at times.