



Current Career Opportunities

EXECUTIVE ASSISTANT (position now available)

COMMUNITY FIRST CREDIT UNION, a 52-year-old financial institution with \$150+ million in assets, is seeking an Executive Assistant. This position reports directly to CEO, and supports the rest of the executive team, Board of Directors and Supervisory Committee. Candidate needs to share our commitment to serve Members and staff, as well as the local economy.

Prepares reports, correspondence, manuals, PowerPoint, spreadsheets, memoranda and other communications, utilizing a broad range of computer applications. Assists CEO in communicating with all levels of the organization both verbally and in writing. Must be poised and professional in appearance and demeanor in all interactions. Handles confidential and sensitive information.

Major Duties and Responsibilities:

- ▶ Take meeting notes and/or transcribe notes for reports, letters, and memos.
- ▶ Compile, process, duplicate, and disseminate materials for the monthly board meetings, ensuring that time frames are met. Ensure accuracy of work.
- ▶ Serve as the Recording Secretary for the Board of Directors, ALM Committee, Supervisory Committee, and other Board and management committees.
- ▶ Conduct research and prepare statistical and financial reports to assist the President/CEO or manager in the development of a variety of plans, documents, or reports. Assist the president with corporate contracts and governmental regulations.
- ▶ Facilitate the efficient operation of the Executive office by maintaining confidential and general files, assisting executives with clerical duties, and assisting with travel arrangements.
- ▶ Facilitate the efficient operation of the Corporate Office by ordering supplies, maintaining manuals, performing necessary clerical duties, and maintaining record retention with record storage vendor. Maintain professional appearance of office.
- ▶ Schedule, plan, and/or coordinate various meetings. Prepare facilities and arrange refreshments. Coordinate use of conference rooms. Manage the calendar of the CEO. Administer staff programs and events.
- ▶ Assist in communicating with elected officials and their various administrative and travel needs as they arise.
- ▶ Perform other duties and related tasks as assigned.
- ▶ Attend regular departmental and company-wide meetings.

Required Knowledge, Abilities, & Education:

- ▶ Excellent communications skills, written, verbal, and effective listening skills
- ▶ PC literate and proficient in Microsoft Office programs
- ▶ Ability to establish and maintain effective and cooperative working relationships with all levels within organization
- ▶ High school diploma

Beneficial Education and Experience:

- ▶ Three years experience as Administrative Assistant/Secretary
- ▶ College degree or Advanced business school training
- ▶ Speedwriting or shorthand, and typing speed of 60 wpm
- ▶ Experience in a retail financial institution.

Please send COVER LETTER, RESUME & SALARY HISTORY to hr@comfirstcu.org. ONLY complete applicant packets will be considered

- ▶ Compensation: Level 4 salaried position with annual salary range \$45,900 to \$58,000 DOE and knowledge
- ▶ Principals only. Recruiters, please don't contact this job posting

CFCU offers a competitive compensation plan and benefits package including Medical/Dental/Vision/401(k) - including 401(k) match, time-off benefits and more. ONLY serious candidates with matching qualifications should apply. Please send your resume and salary history to hr@comfirstcu.org. Please visit our website, www.comfirstcu.org, to learn more about our rapidly growing credit union. CFCU is a local financial cooperative that reinvests in the local community. We are a GREEN certified business. We are member-owned and not-for-profit.



REAL ESTATE / MEMBER SERVICE SPECIALIST (position now available)

COMMUNITY FIRST CREDIT UNION, which originated \$60 million in local real estate loans in 2012(!), is in need of a Loan Processor to help our burgeoning mortgage production. But we need this person to wear two hats: another component of the position is to be a Member Service Representative and help our in-branch Members with their daily banking needs.

Lending

- ▶ Enter borrower data into loan origination system
- ▶ Generate and mail initial loan disclosures
- ▶ Order, monitor and track for the timely receipt of all; preliminary title reports, appraisal orders, verifications of deposit/employment, flood determinations, tax service orders, loan review orders, LDP/GSA review, 4506T results and other loan information as applicable
- ▶ Image borrower and loan documentation throughout the loan process to ensure complete and accurate file retention for funded and non-originated loans
- ▶ Upload loan file submissions/conditions to lenders and/or underwriting department
- ▶ Provide assistance to Loan Officer in maintaining an accurate working pipeline in loan origination system
- ▶ Answer real estate loan queue calls, assisting members with basic real estate questions
- ▶ Perform funding duties as necessary; data entry for all CFCU portfolio loans

Member Services

- ▶ Perform and comprehend all functions of the MSR/Teller levels including functionality for SMART ATM, debit cards, stop payments, ACH/EFT items, online banking, bill pay, and mobile banking and resolving member issues
- ▶ Balancing and assisting other MSR's/Tellers in the balancing process when needed
- ▶ Perform New Account processing and administration as required by MSR level including file maintenance functions and placing accurate share comments within CFCU standards
- ▶ Complete paperwork concerning lost/stolen cards; forwarding to Electronic Services Supervisor

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