



Job Title: Financial Reporting Analyst
Date Prepared: July 2024
Reports To: Chief Financial Officer
Department: Finance
Status: Hourly / Non-Exempt
Pay Grade: 8

Purpose

The primary purpose of this position is to assist Fremont Federal Credit Union to live our Mission to deliver the Best Advice, Best Service, and Best Products to promote healthy financial living. To accomplish this effort this position must deliver outstanding service to members and team members in alignment with our established Service Standards. In addition, manages the accurate and timely completion of internal and external monthly, quarterly, and annual financial reporting of the Credit Union; to include but not limited to financial statements, key performance indicators and metrics, trend reporting and analysis, Board of Director reporting, management reporting, quarterly Call Report and Profile, Branch Reporting, and Annual Report. Will assist the Chief Financial Officer in the preparation and performing applicable analysis on financial and operating results such as actual to budget variance analysis, trend analysis, and cost and profitability studies as well as asset liability management reporting.

Essential Functions

1. Deliver outstanding service to both members and team members in alignment with Fremont FCU's Service Standards.
2. Meet all established performance goals for service as measured by the Internal Service Survey.
3. Manage and perform the accurate and timely completion of monthly, quarterly, and annual financial reports and related schedules and attachments.
4. Complete the accurate and timely preparation of the quarterly Call Report and Profile, reviewing instructions for key updates and new requirements; and establish deliverable timelines for data dependent upon other departments.
5. Recommend, test, and implement new reporting requirements for products and services to ensure appropriate classification and financial statement line-item presentation.
6. Review and validate financial reports for completeness, accuracy, and reliability ensuring comprehensive quality control.
7. Develop effective timelines for reporting and analysis deliverables incorporating sufficient internal controls and review protocols for the Chief Financial Officer.
8. Coordinate asset liability management (ALM) requests, including loading current data, reconciling control totals, updating rates and volumes.
9. Coordinate Current Expected Credit Losses (CECL) requests, including loading current data, reconciling control totals, updating charge offs.
10. Generate reports that allow for other financial and operational analysis using member demographics, utilization reports and operational statistics as well as financial data and peer information to identify opportunities for income growth or cost savings.
11. Compile and handle the necessary reports and documentation to assist the Chief Financial Officer with operational analyses as assigned.
12. Effectively present financial reports and information to both management and diverse groups using varying levels of financial reporting language.
13. Compile the necessary reports and documentation to assist with the preparation of the annual budget and five-year financial plan; assist operating departments as necessary to facilitate the budget process, identifying revenue generating and cost saving initiatives.
14. Coordinate and support the needs of third-party providers used for financial reporting and analysis engagements or initiatives.
15. Perform accounting research necessary to ensure financial reporting compliance with US GAAP,

- regulations, and professional standards as applicable.
16. Process financial settlements for and maintain our various participation loan portfolios.
 17. Assist with the management of our investment activities, including maintaining our investment servicing system, posting financial activity, including interest payments, balancing portfolio balances to Safekeeping statements and internal General Ledgers, and providing applicable investment reporting.
 18. Support the Accounting Manager with recommendations to improve chart of account and general ledger maintenance driving reporting efficiency and effectiveness.
 19. Review periodic balance sheet account reconciliations or analysis on a daily, weekly, monthly, quarterly, or annual basis.
 20. Lead the identification and use of automated reporting tools such as third-party applications that drive the effective and efficient production of financial reporting.
 21. Assist in the development of department internal controls, policies, procedures, and practices training staff as applicable.
 22. Assist the Chief Financial Officer in providing reports to help develop pricing guidelines.
 23. Monitor industry trends, including reading industry periodicals, web sites, and other means necessary to develop industry expertise. Responsible for keeping current on network rules and regulations.

Other Duties

1. Assist staff or members in solving complex accounting problems or issues.
2. Maintain a high degree of service to members and associated third-party vendors or agencies.
3. Perform special assignments and other duties as assigned.
4. Maintains regular and reliable attendance.

Qualifications

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this position. The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the position satisfactorily. Individual abilities may result in some deviation from these guidelines.

Preferred Experience

High School Diploma or equivalent required. Bachelor's degree in accounting or finance preferred. A minimum of 3 years' experience in finance and accounting with financial services management experience of at least three to five years preferred.

Skills/Abilities

Strong proficiency with Asset Liability Management modeling and financial reporting applications and application systems. A high degree of integrity and ethical character. Self-motivated and analytical with a desire to constantly improve credit union operations. Well-developed communication, organization, presentation, and analytical skills required. Proficiency with general office equipment (i.e., computer, copier, printer, fax, scanner, 12-key adding machine). General understanding of core system functionality within financial institution environment. A high degree of interpersonal skills is required. Must be able to move from issue identification through root cause analysis and action implementation to measurement of results. Organized and detail-oriented in a fast-paced, high transaction environment. Demonstrated ability to learn, apply, and adhere to federal and state regulations / laws, credit union policies and management practices as they pertain to card management. Ability to work independently with minimal supervision.

Acquired either through training or experience, an advanced knowledge in Excel functionality, most notably in the use of Excel functions including but not limited to, Pivot Tables, Sheet Linking, Data Filtering, and Excel Formulas.

Advanced knowledge of other Microsoft Office applications including Outlook and Word. Advanced skills in using computers and related equipment, 10-key calculator, multi-line telephone/intercom systems, and a variety of

general office equipment including copy machines, scanners, and fax equipment. Maintain a high degree of confidentiality in dealing with various credit union, personnel, and member information. Light travel is required. Travel to various branch locations or to off-site trainings may be necessary on occasion.

Decision Making

Analyzes department productivity and assign staff or implements automation as required. Identifies problems through review and follows through with determined correction steps. Identify and implement improvements to financial reporting processes to enhance efficiency and accuracy. Assists management with any other decisions that may affect the accounting department or credit union.

Financial responsibilities

Assist with monitoring the financial condition of the credit union by evaluating the credit union's position to the annual budget. Results of an error or failure to follow-through on any one of the essential duties of this position could cause any of the following consequences: Loss of member goodwill and confidence, Monetary loss to the credit union. Audit and compliance exceptions.

SUPERVISORY RESPONSIBILITIES

There will be no supervisory responsibilities with this role, manager is responsible for managing the reporting output.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performing work through repetitive eye/hand coordination. Write using a pen/pencil or personal computer keyboard daily. Must be able to communicate through speaking and hearing and use visual acuity for examining and reading documentation. Position is required to sit, pull, push, reach, and use repetitive hand motions. Position may be required to work long or unusual hours on occasion. Ability to work overtime, attend meetings, seminars, and travel.

Working Conditions

Work is performed primarily indoors with some potential for exposure to safety and health hazards related to electronics work. May require periodic travel between branches. There is exposure to potentially hazardous conditions such as robbery. Employees are to receive detailed instructions and procedures to follow to minimize risk. In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Work Authorization

FFCU requires that all employees be legally authorized to work in the United States, and it abides by all laws that prohibit the employment of undocumented foreign nationals. Any person employed must complete the federal Employment Eligibility Verification Form (I-9) within three days of hire.

Equal Opportunity

FFCU provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, gender identity, sexual orientation, marital status, religion, age, disability, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment.

Diversity Statement

FFCU is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in FFCU policy and the way we do business.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee Signature: _____

Employee Print Name: _____

Date: _____