



Job Description

Title: Chief Financial & Operations Officer

Department: Office Operations & Accounting

Date Revised: September 2024

Reports To: President/CEO

Supervises: Administrative Assistant

General Summary

The Chief Financial and Operations Officer (CFOO) is responsible for the fiscal management, internal operations, and human resources of the Dakota Credit Union Association (DakCU). This includes oversight of the financial records for both the 501(c)(6) trade association, Credit Union Service Corporation and the 501(c)(3) charitable foundation. The CFOO also serves as the recording secretary to the DakCU Board, Dakota Service Corporation Board, and Health Benefits Trustees Board. The CFOO ensures sound financial planning and management, maintains the internal office and computer systems, and leads the administrative and human resource functions of the association. This position plays a key role in developing long and short term operational strategies to achieve the association's objectives.

Location

This position requires an on-site presence in the Bismarck office for a majority of functions, with ability to work remotely on occasion. Occasional travel is required.

Essential Functions

- Supervise and evaluate the accounting systems for all activities within the association.
- Maintain ledger accounts for the association, preparing monthly financial statements, payroll, taxes, and year-end corporate reports.
- Develop and oversee internal budgetary procedures and manage association investments.
- Ensure accurate classification and allocation of financial data using an authoritative method.
- Collect, analyze, and report financial information to support strategic decision making and financial planning.
- Prepare quarterly and year-end filings for federal and state agencies.
- Oversee association membership processes, including annual dues invoicing and affiliation efforts.
- Manage payroll processes, track employee leave records, and maintain personnel files.
- Produce profit and loss statements for educational sessions, marketing conferences, and conventions.
- Maintain the computer system, including running system backups and managing monthly maintenance.
- Provide leadership and work assignments for the administrative assistant and ensure smooth internal office operations.
- Administer health and dental insurance plans, reconciling insurance bills, as necessary.

Additional Functions

- Attend conferences and regional chapter meetings as required.
- Manage the petty cash fund and replenish as needed.
- Coordinate and maintain working relationships with outside auditing firms and investment brokers.

Job Specifications

- A degree in accounting or equivalent work-related experience.
- Proven managerial and supervisory experience.
- Strong organizational skills and attention to detail.
- Proficiency in personal and network computer systems and software.

Disclaimer

This job description outlines the general nature and level of responsibilities associated with the role. It is not exhaustive and may be amended as necessary to meet the needs of the association.

About Us

The Dakota Credit Union Association (DakCU) is a 501(c)(6) professional financial services trade association representing credit unions in North and South Dakota. The association operates with an annual budget of \$18 million, overseeing membership engagement, a charitable foundation, a Multiple Employee Health Benefits Arrangement (MEWA), and a for-profit credit union service organization.

DakCU serves 61 credit unions that employ nearly 2,400 individuals. With more than 551,000 members, Dakota credit unions have assets exceeding \$11.1 billion. In our mission to help credit unions succeed, DakCU plays a key role in growing membership and helping to provide service excellence to members from offices in Bismarck, ND and Sioux Falls, SD. For more information visit our [website](#).