



LCO COURTE OREILLES FEDERAL CREDIT UNION

LCO Box 1710 ■ 13829W County Hwy B ■ Hayward, WI 54843
Phone: 715.634.7772 ■ Fax: 715.634.7780 ■ www.lcofcu.com

RE-POST JOB OPENING

Position Description

General Manager

Posting date: August 24, 2021
Closing date: Open Until Filled
Salary: Negotiable depending upon qualifications
Location: LCO Federal Credit Union

Description of position:

The credit union manager reports to the Board of Directors. The manager will oversee the day-to-day operations of the credit union as well as carries out its long-term objectives as outlined by the board of directors. You will supervise all employees of the credit union.

Primary Duties and Responsibilities:

- Preparation of monthly financial statements.
- Consumer loan underwriting and oversight of member credit representative(s)
- Oversight of member service representative(s).
- Preparation of quarterly call report to NCUA.
- Oversee and assist with the reconciliation of cash and corporate accounts.
- General ledger reconciliation.
- ACH debit/credit and share draft reconciliation
- Perform periodic audit of vault and teller cash.
- Perform front-line (member service representative) duties when necessary.
- Maintain current grant reporting requirements.
- Apply for other grants that enhance credit union operations.
- Facilitate the payment of credit union expenses.
- Ensure that credit union practices and procedures are within NCUA rules and regulations, applicable Wisconsin laws and LCO Credit Union Policy.
- Maintain strict confidentiality regarding member transaction and privacy.
- Provide recommendations to the board of directors based on analysis of current conditions regarding rates for share deposits and consumer loans.

Qualifications:

- Bachelor's degree in accounting, business or another related field is preferred.

- An associate's degree in a related field combined with experience working in accounting, management, and/or financial institutions will also be considered.
- Must be proficient in Microsoft Word and Excel.
- Must be self-motivated.
- Must possess strong communication skills.
- Must maintain strict ethical standards of behavior and be of good moral character.
- Must have a valid WI Driver's license and vehicle insurance.
- Must pass a background check and be bondable.

Application Procedures:

Submit resume including three personal reference letters. Resume should include contact information, education, and work experience for the last three years (or related experience in customer relations or financial institutions). Resumes can be delivered or mailed to the LCO Federal Credit Union:

LCO Federal Credit Union
Attn: Kristy Barber, Asst. Manager
LCO Box 1710 (Mailing)
13829W County Road B (Physical)
Hayward, WI 54843

Fax: (715) 634 – 7780

***Tribal preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies and Procedures Manual.***

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