



WE'RE HIRING!

Chief Executive Officer

We are searching for a dynamic and experienced leader to join our \$48 million plus credit union in the role of Chief Executive Officer (CEO). The CEO will work closely with the Board of Directors (BOD), the management team and staff serving as managing director of operations.

The ideal candidate for this position has previous management experience in financial services, and a proven track record for effective team management and results driven leadership. The main office of the credit union is located in Tupper Lake, NY, in the heart of the Adirondack Mountains with branch offices in Potsdam and Plattsburgh, NY.

RESPONSIBILITIES INCLUDE:

- Oversee and manage the credit union in keeping with the strategic vision outlined by the BOD.
- Partner with management team and staff to grow the credit union, strengthen it and ensure its sustainability.
- Represent the credit union as required at various functions, including attendance of important meetings, conferences, industry events, annual membership meeting and other public meetings. Close focus on community service.
- Work closely with the Vice President of Operations to prepare annual budgets, complete ongoing risk analysis on investments and advise the BOD with regard to investment risk and return.
- Work closely with head teller/managers regarding day to day operations and ensuring compliance with daily tasks. Also work closely to deliver exceptional member service on all levels.
- Work closely with the loan officers regarding lending operations and identify growth opportunities as well as mitigate risks in the loan portfolio.
- Oversee the credit union's balance sheet, the mission statement, policies and procedures and the marketing functions of the credit union.
- Work closely with examiners and assure regulations are being met.
- Manage hiring of new employees within the budget and supervise and manage personnel relations and performance. Manage employee benefits.
- Retain independent legal counsel and other consultants and vendors as necessary.
- Attend all board meetings.

SKILLS REQUIRED:

- Bachelor Degree in Business Administration or Experience in Financial Services.
- Substantial managerial experience.
- Skills in MS Office and knowledge of financial accounting.
- Strong ability to think independently, organize effectively, delegate responsibility, solve problems quickly, and communicate clearly.
- Leadership skills, including the ability to manage time effectively and handle both internal and external conflicts.
- **Experience in the Credit Union industry is preferred, but not required to be considered for this position.**

EOE

Send Resume to:

**Adirondack Regional Federal Credit Union
Attn: Lea Bedore, Board Executive
280 Park Street
Tupper Lake, NY 12986**

Deadline to apply is November 15th, 2018