JOB DESCRIPTION

POSITION: Senior Financial Analyst
REPORTS TO: VP Treasurer
SUPERVISES: None

JOB SUMMARY

Senior Financial Analyst is responsible for Columbia's Asset/Liability (A/L) model, transfer pricing system, organizational and product profitability models, and applicable portions of the budget model. Provides analysis for forward-looking financial and business-related projects. Identifies trends, prepares forecasts analysis of trends in finance and internal operations and presents findings to senior management. Senior Level Financial Analyst creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. May conduct special financial and business-related studies and cooperates with other departments in the preparation of analyses. Other responsibilities include mortgage secondary/lock desk, supporting regular and ad-hoc analysis, and accounting entries for investments and derivatives.

ORGANIZATIONAL COMPETENCIES

- **Builds Trust**
  Demonstrate an uncompromising standard of ethical conduct and integrity to include trust and respect for each other, our members, and our communities.
- **Communicates Effectively**
  Have a passion for helping members and staff achieve their goals by educating, offering tools and assistance in response to the members' needs in a way that the member can fully understand.
- **Teamwork and Cooperation (within & across units)**
  Respect each person's ability to create and contribute toward the goal of delivering quality member service and innovative products, individually or as part of a team, through open communication and mutual trust.

JOB SPECIFIC COMPETENCIES

- **Achieves Results**
  Prioritize achieving results, handle multiple projects, and ensure follow-through.
- **Continuous Learning and Development**
  Take initiative in learning, seek feedback, and encourage skill development.
- **Dependability and Reliability**
  Consistently show up for work, meet commitments, and perform job tasks reliably.
- **Job and Organizational Knowledge**
  Understand how to get things done, possess the necessary knowledge and skills, and recognize subject matter expert resources.
- **Makes Effective Decisions**
  Gather information, make logical decisions, consider the organization's total interests, and delegate decision-making when appropriate.
- **Planning and Organization**
  Establish priorities, communicate plans, and focus on end result.

- **Takes Responsibility**
  Follow through on commitments, take ownership, and act like business owners.

ESSENTIAL DUTIES

- Key player in ad hoc analysis of various aspects of the credit union operations, including in-depth variance research and research projects. Must be able to present finding to a wide range of staff.
- Collaborates with business intelligence and others as a key data steward, especially as it pertains to balance sheet and profit.
- Develop utilities for monitoring and evaluating data quality and integrity.
- Identifies trends and developments in internal operations and presents findings to senior management.
- Oversees lock desk functionality including derivative accounting and management reports.
- Major contributor of Asset/Liability program. Responsible for maintaining, analyzing, and documenting key assumptions, processes and procedures. Works with selected third-party vendors to develop key inputs for the model.
- Maintain the Axiom Planning and Profitability software and serve as a Master System User (MSU) primarily in the following areas:
  - Maintain the internal funds transfer pricing system.
  - Maintain the organization profitability system, business unit profitability analysis.
  - Assist with the annual budget preparation process.
  - Maintain the product profitability system.
  - Maintain the budget model with emphasis in balance sheet and margin planning drivers.

JOB REQUIREMENTS

- Minimum three (3) years' experience in financial data analytics: producing, parsing, organizing and reviewing data analytics for accuracy/trend/forecasting.
- Minimum three (3) years' experience with budgets: creating enterprise-wide budgets including data gathering, inputs and quality control.
- Bachelor's degree in Finance, Accounting or related field.
- Advanced Excel skills: VLookup formulas, Sumifs, Pivot Tables and Power Pivot.
- Demonstrated experienced in professional communication of financial information to a wide variety of audiences.
- Must possess strong analytical and troubleshooting skills along with independent drive and the ability to handle difficult situations effectively.
- Prefer experience in the following areas:
  - Moderate - advanced skills with Asset/Liability management theory and its' implications for a financial institution.
  - Prior experience with internal funds transfer pricing, organizational profitability and product profitability.
  - Prior experience with Oracle databases
  - Prior experience with mortgage derivatives

PHYSICAL REQUIREMENTS

The physical requirements outlined below encompass the diverse range of abilities needed for individuals to effectively perform the essential functions of this job.

- Communicate information and ideas clearly for mutual understanding.
- Exchange accurate information effectively in various situations.
- Observe details at close range (within a few feet of the observer).
- **Constantly** remain in a stationary position.
- **Occasionally** move around the workspace.
- **Constantly** operate a computer and other office productivity machinery.
- **Rarely** ascend/descend a ladder.
- **Occasionally** position oneself to maintain files or other items.
- **Rarely** move items weighing up to 60 pounds across the office for various needs.
- **Never** work in outdoor weather conditions.
- **Never** operate a vehicle.
- **Rarely** travel between worksites.