

Employee works with several supervisors, loan officers, and loan processing employees at WCCU. Also confers with the Compliance Officer as a resource on policy and procedure concerning relevant loan procedures. Will work with several employees at WCCU on an occasional basis.

Performance Dimensions:

- Promotes quality, precision, timeliness, consistency, and thoroughness of work performed.
- Must possess the ability to gain the trust and respect of management and employees. Also maintains a positive, professional, team-oriented working relationship with staff and outside vendors.
- Must maintain the integrity of confidential business information and follow all guidelines on confidentiality.
- Enhances job growth through continuing education, as required or necessary.

Knowledge, Skills and Abilities Required

Education/Training: Bachelors Degree in accounting or business or related field preferred.

Experience: Knowledge of laws and regulations governing business lending practices desired. Minimum of two years of experience in financial statement analysis.

Skills and Abilities:

- Excellent communications skills and proven effectiveness in working with management, loan originators and loan applicants. Also work in a courteous, respectful and efficient manner with all co-workers.
- Ability to safeguard all confidential financial and personal information.
- Proficient operation of a variety of general office equipment such as PC, software applications, typewriter, copier, calculator, telephone, copy machine, fax machine and other similar devices or programs related to the position.
- Ability to present ideas, report facts and other information clearly and concisely.
- Comprehend consequences of various situations and refer them to the appropriate staff for resolution.
- Manage personal work flow and meet deadlines by being organized, detailed and task-oriented.
- Ability to meet attendance standards and work overtime hours as requested and approved.
- Ability to add, subtract, multiply and divide accurately.
- Ability to understand and follow safety/security practices.

Working Conditions:

Job Conditions/Work Location: Work is performed in an office environment. Hours of work will be during regular business hours and average around 40 hours a week. There will be some variation in work hours due to special projects, deadlines, and other concerns. Occasional out-of-town and overnight business travel is required for business and education, by air and/or auto.

Hazards: No known hazards; general office setting. In the course of working with loan applicants, the employee may encounter abusive, aggressive or unpredicted threatening behavior. Observe safety and security practices at all times.

Physical Requirements: Ability to sit for extended periods of time, regularly access files (some standing, walking, climbing, bending, stooping, lifting and carrying of light materials). Frequent mental and visual concentration required for computer usage.

Acknowledgment: This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Management staff. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

Received by Employee

Date