



## ***VP of Lending & Collections - Position Description***

### **POSITION SUMMARY**

Responsible for the strategic and operational functions of TOPCU's Lending and Collections departments. The VP of Lending & Collections is expected to constantly watch for emerging trends in the market and be proactive in changing or adding to our product and service mix, in accordance with our strategic and financial goals and member needs. Tasked with building and maintaining a network of credit union contacts the VP of Lending & Collections will tap into best practices and use the information to effectively grow and ensure the financial strength of the organization.

Work in this position requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless member service. Situations can move quickly from low stress to high stress and can require long and flexible hours. These work hours include weekends & holidays. This position meets the salary requirements stipulated by the DOL in regard to the FLSA Administrative exempt requirements.

### **ESSENTIAL FUNCTIONS**

- Provide Leadership and Management to the Lending, Collections and Business Development departments to ensure that they mirror the vision and core values of the company whilst maintaining compliance with applicable state and federal regulations
- Foster a success oriented, accountable environment within the company by prioritizing collaboration, effective communication and teamwork
- Develop, apply and evaluate policies and procedures for the department
- Maintain knowledge of all applicable state and federal regulations
- Take a proactive role in development and execution of strategic plans
- Strive to achieve or exceed specific goals as set forth in reviews and strategic plans
- Offer timely and effective communication with members of Senior Management team
- Provide support and guidance to all levels of Management
- Work with CEO to establish profitable and realistic growth, productivity, & performance goals
- Make recommendations and lead promotions for growth in Loans; work closely with marketing and compliance departments to ensure strategy is implemented accurately and in compliance with government regulations
- Review and approve
  - Department related invoices
  - OREO related expenses
  - Repossessions
- Review and submit reports for:
  - Board Packet
  - ALCO
  - Regulatory Agencies
  - Audit Firms
  - Management review
  - CEO requests
- Manage budgets assigned to your area of responsibility
- Approve requests for Loan Extensions/Modifications and workout loans
- Maintain effective indirect dealer relationships
- Monitor quality and mix of loan portfolio and make recommendations and adjustments where necessary

- Monitor the competition and be aware of how we compare with rates, products, and service
- Provide timely, accurate and complete reports on the relevant departments
- Ensure positive and effective interdepartmental communication
- Provide necessary and appropriate training that allows employees to effectively perform their jobs - encourage continuous learning amongst all team members
- Perform other duties as assigned
- Mandatory compliance of all BSA/AML regulations, forms and procedures:
  - Maintain awareness of and report suspicious activity
  - Complete annual BSA training
  - Notify immediate supervisor of any substantive discrepancies

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Our mission and values
- Applicable state and federal regulations
- TOPCU's policies and procedures
- TOPCU's products and services
- Microsoft (Word, Excel, Power Point), Windows and all programs/software applicable to department

### **Skills:**

- Organizational spreadsheet preparation
- Budget preparation and administration
- Effective communication
- Business acumen
- Listening comprehension
- Project Management
- Decision Making

### **Ability to:**

- Mentor and coach
- Streamline processes for maximum efficiency
- Communicate vision to your teams
- Work in a fast-paced, highly motivated atmosphere
- Establish and maintain focus on strategic goals
- Confront difficult issues head on and find positive solutions
- Challenge the process, peers and those with a higher level of authority

## **MINIMUM EDUCATION, EXPERIENCE AND TRAINING**

- Bachelor's degree in related field
- Six years in financial management position
- Five years of experience in consumer or mortgage lending

## **OR**

- Ten years related experience; or
- Equivalent combination of education and experience

## **Preferred:**

- Commercial lending experience.

## PRE-EMPLOYMENT

Pre-employment Credit Check: Yes

Pre-employment Bondability Check: Yes

Pre-employment Drug Testing Required: Yes

Pre-employment Background Required: Yes

<b>Reports to:</b>	President/CEO	<b>FLSA:</b>	Executive - Exempt
<b>Location:</b>	Main Branch	<b>Status:</b>	Full-Time
<b>Reviewed:</b>	07/2018 (M Scarzello)	<b>Created:</b>	7/12 (updated: 07/2018)
<b>Supervises:</b>	Lending & Collections Departments		

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear			X	
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet	X			
Climb	Ascend/descend ladders, stairs, ramps	X			
Sit	Sit				X
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction		X		
Handle	Seize, hold, turn with hands		X		
Distinguish Color	Ability to distinguish color		X		
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture	X			
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing				X
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations			X	

	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	
Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes				X
	Subject to outside environmental conditions – no effective protection from weather	X			
	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)	X			
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator	X			
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level	X			
Vibration	Exposure to oscillating movements of the extremities or whole body	X			
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current	X			
	Working on scaffolding and high places	X			
	Exposure to chemicals	X			
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids	X			
	Worker is required to function in narrow aisles or passage ways	X			
	Worker is exposed to infectious diseases	X			
	Worker is required to function around prisoners or mental patients	X			

#### Physical Requirements Checklist

- SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This position description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. Any one position may not include all of the duties listed, nor do any listed examples include all tasks, which may be found in positions of this class. This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*