



CREDIT UNION ADMINISTRATIVE ASSISTANT POSITION

Serve as administrative assistant for operational affairs and management for New Pilgrim Federal Credit Union.

Duties include but are not limited to:

- Perform member services associated with teller receipts, payments and disbursements.
- Perform daily cash balancing and deposit preparations for all credit union receipts.
- Process daily Automated Clearing House transactions and postings to members' accounts.
- Process daily Automated Share Drafts transmitted by correspondent institutions.
- Process daily Automated Teller Machine and Debit Card transactions transmitted via support vendors and clearing houses.
- Market/Sell and increase Credit Union services and programs to members.
- Implement all assigned strategies and actions to achieve Strategic Objectives established by the credit union board of directors.
- Receive, research, process and respond to written, phone and verbal inquiries associated with member accounts and credit union functions.
- Process and transmit daily Internet Banking transactions to web services hosting vendor.
- Process member Loan applications for Loan Officer/Credit Committee review including credit report retrieval, debt ratio calculations and administrative duties associated with supporting member loan approval.
- Prepare monthly credit reporting data for bureaus.
- Send and follow-up (written and verbal) on weekly collection correspondence to delinquent accounts.
- Perform primary phone collection contact with delinquent loan accounts.
- Assist in preparation of monthly financial report package for Board Meeting operations review.
- Prepare operational reports and interface for regulatory agencies as required.
- Participate in monthly Board Meetings to present credit union operations as required.
- Maintain and report on insurance, titles and lien status for credit union collateral assets.
- Provide phone answering and membership reception duties backup, and be cross trained and reserve for administrative annex duties.
- Perform other duties as assigned by Pastor, Management, Supervision and pastoral staff.

Qualifications and requirements:

- Completion of a minimum of two years or associates degree from a University, College or Vocational school or equivalent experience.
- Functionally competent in the use of computers, Microsoft Windows XP or greater, Microsoft Office Suite of products and general bookkeeping applications.
- Competent in the use of accounting software.
- Education and training in bookkeeping and basic accounting or equivalent.
- Capable of using office equipment, i.e. Fax, Phone, Copier.
- An acceptable criminal background check and credit review.
- Must possess excellent interpersonal and communications skills.
- Must display Christian characteristics and an attitude of a team player.

Hours of Operation:

The credit union currently operates on a part-time schedule, 9:00 am to 3:00 pm weekdays

Apply with letter of interest and resume to:

Rev. Dr. James H. Brooks
New Pilgrim Federal Credit Union
P.O. Box 12927
Birmingham, AL 35202

or electronically to NPFCU@bellsouth.net

NO PHONE OR IN-PERSON INQUIRIES, PLEASE