



POSITION TITLE		DIVISION
Financial Planning Analyst		ALM
REPORTS TO:	DEPARTMENT	DATE
VP-Asset/Liability Management	ALM	03/9/2017
SUPERVISES	FLSA	REVISED
None	Exempt	07/25/2022

GENERAL SUMMARY

This position will assist in compilation of data used for forecasting, budgets, cash flow reports and will contribute to liquidity and profitability functions and performance of ad-hoc analysis. The analyst will work closely on management team initiatives that include data compilation for Asset /Liability reporting, annual operating budget, quarterly re-forecasts, and profitability performance. Position requires ability to work with data and develop financial models and involves work with Sr. Management to apply Capital Budgeting methods for new projects. Planning analyst will work closely with CFO on presentations, peer analysis, and board-level presentations.

MAJOR RESPONSIBILITIES *(in descending order of importance)*

1. Assist with data gathering and reconcilements for asset/liability process including assistance with liquidity projections and back testing.
2. Assist with weekly pricing analysis utilizing funds transfer pricing techniques and weekly loan and deposit data.
3. Perform monthly updates to Profitability solution and produce quarterly product profitability analysis.
4. Assist in data compilation for semi-annual, Raddon Performance analytics.
5. Assist in risk related activities including financial risks, liquidity and financial trends.
6. Assist with project coordinators to prepare Capital budgeting and ROI analysis for new initiatives.
7. Prepare quarterly peer analysis for Senior Management.
8. Assist in assorted financial analysis and preparation of monthly, quarterly and annual reports including monthly Financial Reporting workbook provided to senior management.
9. Assist CFO in the development of presentations.
10. Performs other ALM, budgeting, finance and accounting duties as assigned by the EVP, Chief Financial Officer and VP - Asset/Liability Management.

QUALIFICATIONS:

Education

BA/BS in Accounting or Finance.

Experience/Skills/Knowledge:

1. One year of previous experience preferably with credit union or financial institution.
2. Advanced proficiency in Microsoft Office (Word, Excel, Access, PowerPoint, Outlook)

3. Knowledge of business intelligence reporting software and ability to work with data for financial institution.
4. Ability to perform keen financial analysis to identify improvements in financial performance.
5. Excellent organizational, analytical, and problem-solving skills.
6. Demonstrated knowledge of financial modeling concepts, GAAP, financial reporting and regulatory rules related to position.
7. Ability to interact with organizational leaders.
8. Ability to handle multiple projects/priorities simultaneously with an effective outcome.
9. Ability to deal with highly confidential information. Must possess strong service orientation skills.
10. Excellent verbal, written, telephone and interpersonal communication skills.
11. Ability to function in a commercial office environment and utilize standard office equipment including but not limited to: fax, copier, telephone, etc. Some travel required. Ability to lift a minimum of 25lbs. e.g. file boxes.

GENERAL DESCRIPTION:

In terms of physical requirements, this position requires work best described as:

- Sedentary
 Light
 Medium
 Heavy
 Very Heavy

PHYSICAL TASKS:

- Standing/Walking/Bending/Stooping – Continuous.
- Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
- Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
- Reading – Ability to receive information through fax, e-mail and text messages and complete research as needed – Continuous

AUDIO / VISUAL:

- Requires vision to perform work dealing with data and figures and computer screens. -Continuous
- Requires ability to prepare and execute presentations, training programs and seminars.-Continuous

PSYCHOLOGICAL/MENTAL DEMANDS:

- Responds positively and productively to stressful internal (employee)/situations. - Continuous
- Assists others to work harmoniously and effectively as part of a work team. – Continuous

Employee’s Signature		Date	
Manager’s Signature		Date	
Human Resources’ Signature		Date	