



## AVP - Project & Vendor Management

<b>Department:</b>	OPERATIONS
<b>Reports To:</b>	VP / Chief Operations Officer
<b>Classification:</b>	Exempt, G15
<b>Pay:</b>	\$107,703.65 (min.) - \$134,629.56 (mid.) - \$161,555.47 (max.)
<b>Type:</b>	Full Time
<b>Location:</b>	Glendora, CA

### Major Duties and Responsibilities:

#### ■ **EPMO: Enterprise Project Management Office**

- Manage a portfolio of concurrent projects.
- Achieve direct cost reductions, cost avoidance and manage to budgets.
- Monitor project progress and set and communicate deadlines.
- Lead projects from requirements definition through deployment, identify schedules, scopes, budget estimations, and implementation plans, including risk mitigation.
- Evaluate and prioritize trade-offs between project size & complexity, cost, urgency, risk, and stakeholder value.
- Communicate the needs of each business unit.
- Analyze project status and, when necessary, recommend scope, schedule, or budget revisions to ensure that project requirements can be met.
- Establish and maintain processes for managing scope during the project life cycle, setting quality and performance standards, and assessing risk.
- Establish and maintain collaborative relationships with relevant client stakeholders.
- Ensures all projects meet success parameters and ROI targets stated in the business case.
- Coordinate resources to ensure project efficiency and maximize deliverables.
- Report project outcomes and/or risks to the appropriate management channels and escalate issues, as necessary.
- Support cross-functional initiatives as assigned.
- Help with other related projects or functions as needed or asked by management.

#### **VMO: Vendor Management Office**

- Define deal optimization strategies, objectives, implement negotiation strategies and identify sourcing solutions that meet or exceed business objectives
- Ensure financial processes are in place, along with necessary documentation for processing of payments, invoices and work orders for VMO suppliers and contracts. Manage and resolve contract disputes in collaboration with appropriate teams
- Develop and maintain relevant financial, operational and service metrics for the VMO that demonstrate the goals and objectives of the department
- Develop and maintain VMO artifacts and participate in supplier reviews. Review SLA and other operational metrics.

## Expectations:

- Knowledge of Credit Union operations: IT, Accounting, Member Services, Operations, Lending, Audit, Marketing, Fraud, Collections, day-end, month-end and year-end
- Detailed knowledge of Credit Union regulatory and compliance processes
- Excellent project management, organization, collaboration, negotiation, and team-building skills
- Demonstrated analytical and problem-solving skills.
- Ability to anticipate risks and devise solutions.
- Comfort with ambiguity, frequent change, unpredictability, and a fast-paced work environment.
- Excellent data analysis, reporting, and business process analysis skills
- Self-motivated, self-starter with an in-depth understanding of project management concepts
- Strong attention to deadlines and budgetary guidelines.

## Essential Functions:

- Ability to perform duties as outlined under “Major Duties and Responsibilities.”
- Ability to communicate clearly and to be understood.
- Ability to stand increments of four hours.
- Ability to deal with sensitive and confidential information.
- Ability to work Saturdays or after normal business hours.

## Qualifications and Educational Requirements:

- Minimum of 3 years of project management
- Minimum of 3 years in banking industry
- Bachelor’s degree in business – equivalent work experience may substitute for stated qualifications.
- Professional certification such as PMP preferred
- A minimum of 2 years in a role with significant hands-on project management (on-time fulfillment)
- Knowledge of MeridianLink’s LOS and Fiserv DNA and Project & Vendor Management Tools

## Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel classification. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## ADA Compliance Statement:

In compliance with the Americans with Disabilities Act (ADA), ACCU stands ready to accommodate any qualified employee with a disability who can perform the essential duties of their position, as long as necessary accommodations for that employee’s disability don’t cause an undue burden to the credit union.

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This credit union is federally insured by the National Credit Union Administration. Added savings protection provided by American Share Insurance (ASI) on qualifying member’s accounts in excess of that provided by NCUA. ASI is a credit union owned-share guaranty corporation.

**To apply, please visit: [AmericasChristianCU.com/Apply](http://AmericasChristianCU.com/Apply)**