



## VP Chief Information Officer

<b>Department:</b>	IT
<b>Reports To:</b>	President/CEO
<b>Classification:</b>	Exempt, G18
<b>Pay:</b>	\$146,148.00 (min.) - \$215,945.00 (mid.) - \$243,580.00 (max)
<b>Type:</b>	Full Time
<b>Location:</b>	Glendora, CA

### Purpose:

To maintain the overall control and responsibility for the coordination of data processing systems and information technology for the Credit Union.

### Major Duties and Responsibilities:

- Supervise, plan, organize, train, and evaluate the activities of the assigned staff.
- Plan, direct, organize, and control the technology and data processing activities of the Credit Union.
- Prepare the annual operating budget for the division and present it to the Chief Financial Officer for approval.
- Act as liaison with the data processing hardware and software suppliers and maintenance representatives, ensuring efficient and appropriate data processing service.
- Maintain a current and comprehensive understanding of applicable laws and regulations as they pertain to operational programs and data processing systems.
- Coordinate special studies of existing member services as requested by management, including Applying AI.
- Prepare operational forecasts and requirements for the data processing systems.
- Schedule, control, and report on the progress of the system design, development, and installation activity.
- Participate in the development of long-range plans and budgets that seek to contribute to the overall profitability and growth of the Credit Union.
- Aid the assigned supervisors in their areas of responsibility.
- Review documents, procedures, and staff training within the area of responsibility.
- Research, recommend, develop, and implement new products, services, and programs, by Board policy.
- Research, recommend, develop, and implement computer software and hardware security, loss prevention, and disaster recovery systems.
- Coordinate data processing schedule to ensure the efficient processing of all computerized transactions.
- Research, recommend, develop, and implement personal computer programs for planning, control, and operational purposes.
- Research and resolve escalated and complex member concerns and issues.
- Other duties may be assigned.
- Implement a front-end IT design team/and/or Fintech integration support team.

- Handle all facilities management including lessees.
- Handle all Audits and Exams- internal, external, DFPI, and NCUA
- Handle all data incidents and incident recovery and reporting.
- Manage two cores: Fiserv/DNA and COREPRO/HELIX Q2.
- Manage Healthcare Sharing businesses with COO and CFO.
- Construct and manage business information capability.
- Manage Digital Products.
- Manage system reliability and vendor management
- Complete an extensive yearly IT Security audit, IT Security Plan, and IT Board Committee meeting and Board.
- Be relied upon to deliver contemporary technology solutions and deliver against PMO timetables
- Manage the Credit Union's business continuity program.
- Collaborate with the Chief Officer Group to solve problems with effective technology solutions.

### **Expectations:**

- Adhere to the principles and requirements of all applicable laws and regulations relating to your position and your ACCU employment, including but not limited to the Bank Secrecy Act (BSA), the anti-terrorism procedures of the Office of Foreign Asset Control (OFAC), and the Anti-Money Laundering (AML) provisions of the USA Patriot Act.
- Protect the data of our Credit Union members, consistent with GLBA and California Privacy Provisions.
- Work at the Glendora, CA HQ Facility with no WFH schedule, an in-office position.

### **Essential Functions:**

- Ability to perform duties as outlined under “Major Duties and Responsibilities.”
- Ability to communicate clearly and to be understood.
- Ability to deal with sensitive and confidential information.

### **Qualifications and Educational Requirements:**

- Four-year degree in business management, system analysis, or related field, or equivalent experience, demonstrated verbal and written communication skills, experience as would normally be obtained following 5 years in an operational or data processing position within a financial institution.

### **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 for 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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