

Credit Union

Business Overview



Leading financial institution in the town provides business loans and personal checking and savings services for citizens.

<p style="text-align: center;">CEO</p> <ol style="list-style-type: none"> 1. Prepares the Credit Union Charter. 2. Processes Business Loan Applications. 3. Signs all business payroll checks. 4. Oversees business operations and makes business decisions. 5. Signs Insurance Policy and Rental Agreement. 6. Completes the Business Improvement Plan. 7. Prepares and gives speech at the Opening and Closing Town Meetings, if time permits. 	<p style="text-align: center;">CFO</p> <ol style="list-style-type: none"> 1. Obtains bank loan. 2. Inputs employee payroll information. 3. Prints and distributes employee payroll checks. 4. Makes business expense payments. 5. Makes business deposits and tracks loan payoff progress. 6. Processes and approves all business customer's deposits.
<p style="text-align: center;">FILE CLERK</p> <ol style="list-style-type: none"> 1. Prepares teller cash drawers and completes associated paperwork. 2. Distributes the supplies received from the Supply Center. 3. Ensures tellers have consistent supply of cash for citizen withdrawals. 4. Files citizen banking paperwork. 	<p style="text-align: center;">MEMBER CONSULTANT</p> <ol style="list-style-type: none"> 1. Delivers business deposit bags. 2. Prints and delivers citizen ID cards. 3. Greets customers as they visit the bank. 4. Accepts business loan applications for processing by Bank CEO. 5. Accepts citizen's checking deposits and hands appropriate cash back. 6. Records customer's banking transactions in computer system. 7. Encourages citizens to open a personal savings account. 8. Balances cash drawers. 9. Accepts business deposits for approval by Bank CFO.