



Hopi Credit Association
P.O. Box 1259
Keams Canyon, AZ 86034
Tele: (928) 738-2205/Fax: (928) 738-5633

JOB ANNOUNCEMENT

POSITION: Executive Director
OPENING DATE: January 25, 2019
CLOSING DATE: Open Until Filled

Brief Description of Duties:

- Manages the daily office operations in accordance with the HCA goals and objectives, approved By-Laws, Loan and Financial policies.
- Seeks funding sources to enhance and expand lending services with Board of Directors' concurrence.
- Assures all expenditures are properly documented and file for audit.
- Develops and annual operational budget, operates within the approved amount and presents monthly financial reports to the Board of Directors.
- Approves/disapproves loans within the monetary ceiling authorized by the Board of Directors and in accordance/consulting with HCA loan policies and researches and develops new loan products and financial education services.
- Performs other duties as assigned and authorized by the Board of Directors to fulfill the mission, goals and objectives of HCA.

Qualifications and Requirements:

- Bachelor Degree in Accounting or Financial Management or Human Resources, AND Training in management and supervisory, AND Ten (10) years professional level experience in managing a lending institution or other financial institution, OR any equivalent combination of education, training, and experience which demonstrates the ability to fully perform the duties of the position.
- Must possess skills in seeking and writing grant proposals, developing and marketing loan products, and developing and implementing financial policies/procedures.
- Must be knowledgeable of lending principles and related software applications, loan product trends, investment banking, and business management principles, practices and administrative procedures.
- Must have valid AZ Driver's License
- Must successfully pass background check

To download the job application, log on to www.hopi-nsn.gov/hopi-credit-association or call to request at (928) 738-2205. Submit application, resume, including names of three (3) references to Alissa Charley at lisa@hopicredit.us or mail to:

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