

Job Descriptions Plus For Credit Unions

List of All Job Descriptions by Category

Administration

Administrative Assistant
Corporate Planning & Development Director
Data Entry Clerk
Executive Assistant
Executive Vice President
Office Support Clerk / File Clerk
President/CEO
Receptionist
Sr. Administrative Assistant

Branch

Assistant Branch Manager
Branch Manager
Head Teller
Member Service Representative I
Member Service Representative II
Member Service Representative/Teller I
Member Service Representative/Teller II
Member Service Representative/Teller III
Teller I
Teller II
Vice President of Branches

Call Center

Call Center Manager (incoming calls)
Call Center Rep. (incoming calls)
Call Center Training Supervisor

Financial Operations

Vice President of Finance/CFO

+Accounting

Accountant
Accounting Clerk
Accounting Manager
Accounting Officer
Accounting Specialist—Branch/ATM Reporting
Accounting Specialist—Payroll
Accounting Specialist—Property Management
Accounting Specialist—Reconciliations
Accounting Supervisor
Accounts Payable Officer
Assistant Controller
ATM Clerk
Controller
Cost Accountant

+Collections

Assistant Manager/Collector
Collections Clerk
Collections Manager
Collector I
Collector II
Repossessed Property Specialist
Share Collector

+Finance

Assistant Investment Manager
Fedline Coordinator
Financial Analyst
Investment Manager

Human Resources

Benefits Assistant
Benefits Manager
Benefits Specialist
Compensation Analyst
Compensation Manager
EEO/Affirmative Action Specialist
Employee Relations Manager
Employee Relations Specialist
HRIS Analyst
Human Resource Assistant
Human Resource Coordinator
Human Resource Generalist
Human Resource Manager
Labor Relations Specialist
Loan Training Coordinator
Manager of Training and Development
Recruiter
Recruiter Coordinator
Recruiter Manager
Technical Recruiter
Teller Training Coordinator
Training Assistant
Training Officer
Vice President of Human Resources

Information Systems

Information Technology Director
Vice President of Information Technology

+Computer Operations

Computer Operations Manager
Computer Operator I
Computer Operator II

Database Administrator
Network Administrator
PC Specialist

+Programming

Programmer I
Programmer II
Programmer Team Lead
Senior Systems Analyst
System Analyst

+Support Internet

Computer Service Technician
Internet Support Specialist
PC Access Manager
Support Clerk
Support Technician I
Support Technician II
Web Developer
Webmaster

+Telecommunications

Telecommunications Manager
Telecommunications Specialist
Telecommunications Technician

Internal Auditing

Audit Clerk
Branch Auditor
Compliance Officer
Financial and Operations Auditor
Information Systems Auditor
Special Investigations Auditor
Vice President – Internal Auditing

Lending

Vice President of Lending

+Business Services

Business Loan Manager
Business Loan Officer
Business Services Specialist

+Consumer Loans

Consumer Loan Clerk/Typist
Consumer Loan Interviewer
Consumer Loan Manager
Consumer Loan Processor
Loan Officer I
Loan Officer II
Student Loan Coordinator

+Mortgage Loans

Appraiser
Construction Loan Closer
Construction Loan Processor
Mortgage Collections Officer
Mortgage Funding Specialist
Mortgage Loan Closer
Mortgage Loan Officer
Mortgage Loan Processor
Mortgage Loan Receptionist
Mortgage Loan Shipper
Mortgage Loan Underwriter
Mortgage Operations Manager
Mortgage Servicing Manager
Mortgage Servicing Specialist
Mortgage System Specialist
Secondary Market Manager

Marketing

+Creative & Advertising

Art Director
Assistant Creative Manager
Copy Writer
Creative Manager
Graphic Designer

+Management

Director of E-Business
Marketing manager
Vice President of Marketing

+Public Relations

Marketing and Public Relations Coordinator

+Research

Research and Development Specialist

+Support

Marketing Specialist
Marketing Support I
Marketing Support II

+Member Services

CD Coordinator
Credit Specialist
IRA Coordinator
Member Services Manager
Payroll Coordinator
Research Specialist
Savings Specialist

Online Banking

+Business Online Banking

Online Business Banking Manager
Online Business Banking Member Service
Manager
Online Business Banking Representative

+Online Banking Sales

Online Banking Sales and Marketing
Specialist

+Online Bill Payment

Online Bill Payment Manager
Online Bill Payment Representative

+Personal Online Banking

Personal Online Banking Manager
Personal Online Banking Member Service
Manager
Personal Online Banking Representative

+Telephone Banking

Telephone Banking Manager
Telephone Banking Member Service
Manager
Telephone Banking Representative

Operations

Vice President of Operations

+Card Processing

Card Processing Clerk
Card Processing Manager
Card Processing Specialist

+Check Processing

Check Exceptions Coordinator
Check Processing Coordinator
Check Processing Manager
Deposit Return Coordinator
Inclearing Coordinator
Proof Operator

+Facilities

Building Grounds Technician
Disaster Recovery Planner/Coordinator
Facilities Manager
Head Janitor/Custodian
Janitor/Custodian
Maintenance Technician

+Purchasing

Assistant Manager of Purchasing
Courier
Purchasing Clerk
Purchasing Manager
Purchasing Specialist
Warehouse Coordinator

+Quality Control

Loan Records Specialist
Mortgage Records Specialist
Quality Control Manager
Quality Control Specialist

+Records

Imaging Systems Administrator
Records Manager
Scanning Specialist
Title Specialist

+Security

Investigation Officer
Security Clerk
Security Manager
Security Officer

Job Descriptions Plus For Credit Unions

Alphabetical List of All Job Descriptions

Accountant	Computer Service Technician
Accounting Clerk	Construction Loan Closer
Accounting Manager	Construction Loan Processor
Accounting Officer	Consumer Loan Clerk/Typist
Accounting Specialist—Branch/ATM Reporting	Consumer Loan Interviewer
Accounting Specialist—Payroll	Consumer Loan Manager
Accounting Specialist—Property Management	Consumer Loan Processor
Accounting Specialist—Reconciliations	Controller
Accounting Supervisor	Copy Writer
Accounts Payable Officer	Corporate Planning & Development Director
Administrative Assistant	Cost Accountant
Appraiser	Courier
Art Director	Creative Manager
Assistant Branch Manager	Credit Specialist
Assistant Controller	Data Entry Clerk
Assistant Creative Manager	Database Administrator
Assistant Investment Manager	Deposit Return Coordinator
Assistant Manager of Purchasing	Director of E-Business
Assistant Manager/Collector	Disaster Recovery Planner/Coordinator
ATM Clerk	EEO/Affirmative Action Specialist
Audit Clerk	Employee Relations Manager
Benefits Assistant	Employee Relations Specialist
Benefits Manager	Executive Assistant
Benefits Specialist	Executive Vice President
Branch Auditor	Facilities Manager
Branch Manager	Fedline Coordinator
Building Grounds Technician	Financial Analyst
Business Loan Manager	Financial and Operations Auditor
Business Loan Officer	Graphic Designer
Business Services Specialist	Head Janitor/Custodian
Call Center Manager (incoming calls)	Head Teller
Call Center Rep. (incoming calls)	HRIS Analyst
Call Center Training Supervisor	Human Resource Assistant
Card Processing Clerk	Human Resource Coordinator
Card Processing Manager	Human Resource Generalist
Card Processing Specialist	Human Resource Manager
CD Coordinator	Imaging Systems Administrator
Check Exceptions Coordinator	Inclearing Coordinator
Check Processing Coordinator	Information Systems Auditor
Check Processing Manager	Information Technology Director
Collections Clerk	Internet Support Specialist
Collections Manager	Investigation Officer
Collector I	Investment Manager
Collector II	IRA Coordinator
Compensation Analyst	Janitor/Custodian
Compensation Manager	Labor Relations Specialist
Compliance Officer	Loan Officer I
Computer Operations Manager	Loan Officer II
Computer Operator I	Loan Records Specialist
Computer Operator II	Loan Training Coordinator
	Maintenance Technician

Manager of Training and Development
Marketing and Public Relations Coordinator
Marketing manager
Marketing Specialist
Marketing Support I
Marketing Support II
Member Service Representative I
Member Service Representative II
Member Service Representative/Teller I
Member Service Representative/Teller II
Member Service Representative/Teller III
Member Services Manager
Mortgage Collections Officer
Mortgage Funding Specialist
Mortgage Loan Closer
Mortgage Loan Officer
Mortgage Loan Processor
Mortgage Loan Receptionist
Mortgage Loan Shipper
Mortgage Loan Underwriter
Mortgage Operations Manager
Mortgage Records Specialist
Mortgage Servicing Manager
Mortgage Servicing Specialist
Mortgage System Specialist
Network Administrator
Office Support Clerk / File Clerk
Online Banking Sales and Marketing Specialist
Online Bill Payment Manager
Online Bill Payment Representative
Online Business Banking Manager
Online Business Banking Member Service Manager
Online Business Banking Representative
Payroll Coordinator
PC Access Manager
PC Specialist
Personal Online Banking Manager
Personal Online Banking Member Service Manager
Personal Online Banking Representative
President/CEO
Programmer I
Programmer II
Programmer Team Lead
Proof Operator
Purchasing Clerk
Purchasing Manager
Purchasing Specialist
Quality Control Manager
Quality Control Specialist
Receptionist

Records Manager
Recruiter
Recruiter Coordinator
Recruiter Manager
Repossessed Property Specialist
Research and Development Specialist
Research Specialist
Savings Specialist
Scanning Specialist
Secondary Market Manager
Security Clerk
Security Manager
Security Officer
Senior Systems Analyst
Share Collector
Special Investigations Auditor
Sr. Administrative Assistant
Student Loan Coordinator
Support Clerk
Support Technician I
Support Technician II
System Analyst
Technical Recruiter
Telecommunications Manager
Telecommunications Specialist
Telecommunications Technician
Telephone Banking Manager
Telephone Banking Member Service Manager
Telephone Banking Representative
Teller I
Teller II
Teller Training Coordinator
Title Specialist
Training Assistant
Training Officer
Vice President – Internal Auditing
Vice President of Branches
Vice President of Finance/CFO
Vice President of Human Resources
Vice President of Information Technology
Vice President of Lending
Vice President of Marketing
Vice President of Operations
Warehouse Coordinator
Web Developer
Webmaster