



Job Description

TITLE: Accountant

REPORTS TO: Controller

PURPOSE:

The Accountant will support the financial management and operations of the credit union through maintenance of accounting records and reports. This position performs accounting duties of moderate complexity in accordance with standard procedures and under moderate supervision.

PRIMARY RESPONSIBILITIES:

- Perform a variety of activities to assist the Controller in maintaining the financial, statistical, and accounting records of the credit union.
- Enter data into accounting systems and generate reports daily.
- Prepare various financial, regulatory and special reports on a weekly, monthly and quarterly basis as requested by management.
- On a daily basis, balance branch cash to the general ledger.
- Input entries for bank accounts, posts to and balances general or subsidiary ledgers, processes some payments and compiles segments of monthly closings, monthly and annual reports, etc.
- Record disbursements, expenses and other payments.
- Prepare accounts payable checks after receiving proper authorization.
- Verifies accuracy, completeness and consistency of accounting information received.
- Make all necessary journal entries.
- Check balance in all bank accounts daily.
- Keep all assigned general ledger accounts current and in balance daily.
- Prepare various and special reports as requested by management.
- Manage ALM monthly process.
- Perform other duties as assigned.

BSA COMPLIANCE:

This job requires an understanding of and compliance with the Bank Secrecy Act, OFAC, the USA PATRIOT Act, and related credit union policies and procedures, including the reporting of suspicious activity, including insider abuse, as directed. The role includes the management and support of subordinate team members' responsibilities in these areas.



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JOB COMPETENCIES:

- Accountability
- Dependability
- Problem Solving
- Productivity
- Attention to Detail

REQUIREMENTS:

- High school diploma or GED
- 1-3 years of past accounting experience preferred
- Computer terminal, keyboarding, and other office equipment skills helpful
- Professional, well-developed interpersonal skills
- Intermediate mathematical skills involving decimals, percentages, and fractions
- Willingness to work in a team environment
- Positive, constructive, empathetic, and supportive attitude toward the membership
- Completion of all required compliance and information security training annually.

WORKING CONDITIONS:

- Ability to lift 10-15 lbs.
- Ability to sit for long periods of time