

Position Description: Accountant
Reports To: CFO
Date: August 2024



Position Summary:

Ensures the integrity of accounting information (including general ledger, prepaids, accounts receivable, accounts payable, fixed assets) by timely recording, verifying and documenting transactions. Performs bank and corporate credit union statement reconciliations. Assists with Board, regulatory and other external reporting, annual audits and exams. Provides support to management and other departments as needed. Complies with all pertinent laws and regulations.

Job Duties and Responsibilities:

- Prepares and records daily and month-end asset, liability, income and expense entries.
- Maintains and balances subsidiary accounts, analyzes general ledger balances and resolves discrepancies.
- Ensures that all entries related to external processes are entered in the general ledger daily and settled.
- Performs entries to reconcile general ledger to outsourced loan and investment accounting processors.
- Conducts timely monthly reconciliations of bank and corporate credit union accounts to ensure accurate reporting and general ledger maintenance.
- Assists with the filing of the quarterly NCUA call report
- Performs month-end expense accruals if invoices have not been received.
- Reviews entries to the general ledger by other credit union staff to ensure accuracy and compliance with internal accounting policies and external regulations.
- Backs up the Operations Specialist in daily processing of ACH and share draft exceptions as well as settlements and wire transfers.
- Completes and files annual personal property tax reports.
- Provides third party vendors with annual 1099s as necessary.
- Documents procedures and workflow for all assigned duties and areas of responsibility.
- Ensures accuracy in all accounting and general ledger tasks. Identifies and resolves errors.
- Provides technical general ledger support to colleagues within the credit union.
- Assists with special projects as assigned.
- Helps with external audits and regulatory exams. Assists with requested data collection.
- Conforms with and abides by all regulatory guidance and internal policies and procedures.
- Suggests opportunities to improve efficiency and reduce spending.
- Maintains job knowledge and awareness of business trends by participating in educational opportunities, reading professional publications, maintaining professional networks and participating in professional organizations.

Required Knowledge, Skills and Abilities: Technical

- Thorough understanding of Generally Accepted Accounting Principles (GAAP) and accounting standards within the credit union industry.
- Strong analytical, detail-oriented, organization and time management skills.
- Power user of general ledger and core processing systems.
- Advanced knowledge of Microsoft Windows Office Suite, including Excel, Outlook, Word and Teams and use of the Internet.
- Ability to perform basic arithmetic and algebraic calculations.

Position Description: Accountant
Reports To: CFO
Date: August 2024



- Ability to operate desktop workstation, copier, fax machine, scanner, telephone and other office equipment.

Required Knowledge, Skills and Abilities: Interpersonal and Leadership

- Communicates effectively and respectfully, both verbally and in writing.
- Establishes effective working relationships.
- Analyzes complex or problematic situations and reaches an acceptable resolution.
- Keeps all work-related information confidential.
- Effectively handles multiple projects simultaneously in a deadline driven environment.
- Adapts easily to change and readily accepts new tasks as assigned.
- Works independently and as part of a team.
- Takes ownership of position and work product.
- Respects authority.

Minimum Education, Experience and Training:

- Four-year Accounting degree from an accredited college or university or applicable work experience.
- Minimum of three years of financial institution accounting and reporting experience.

Physical Requirements:

Requires the ability to sit at a desk and computer for extended periods of time.

In accordance with the Americans with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job Type: Hybrid; Full-time
Experience: One to Three years of financial institution accounting experience preferred
Education: Bachelor's degree in accounting or finance required
Schedule: Monday to Friday, 8:00 a.m. to 4:30 p.m.