

## **Job Summary**

We are seeking a detail-oriented Accountant to join our Finance Team. The ideal candidate will be responsible to perform routine calculating, posting, balancing, and verifying duties to obtain primary financial data for use in maintaining financial records.

## **Essential Functions and Responsibilities**

- Balance member and corporate electronic transactions posted by various payment systems to settlement reports; post related journal entries and resolve adjustments and exception issues.
- Post journal entries, process internal and external payments, verify information, balance settlement accounts, file, and assist in preparation of reports.
- Assist in the implementation and communication of regulatory changes to ensure the Credit Union is in compliance at all times.
- Research problems or questions from members.
- Review and verify the accuracy of journal entries and accounting classifications assigned to various records.
- Prepare reports specific to monitoring or analyzing data regarding financial performance and/or strategic objectives.
- Support teamwork within the department by being cross trained on various duties with the expectation of completing assigned back-up tasks according to department standards. Maintain databases and/or reports necessary for regulatory and/or compliance purposes.
- Suggest and assist in implementing procedural changes to increase efficiency and/or quality of service.

## **Knowledge and Skills**

- One to three years of similar or related experience
- A two-year college degree, completion of a specialized course of study at a business or trade school, or completion of a specialized and extensive in-house training or apprenticeship program.
- Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and outside of the Credit Union generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.
- Must have above average speed and accuracy in keyboarding skills; must be proficient in Microsoft Office programs; must be highly organized with excellent attention to detail.

We invite qualified candidates who are passionate about Accounting to apply for this opportunity to contribute to our organization's success while advancing their careers in a supportive environment.