

Staff Accountant

Role:

Under the supervision of the Controller, perform technical and analytical work in the Credit Union's accounting functions.

Duties include performing daily, weekly, and monthly tasks necessary to balance and update the general ledger accounts. Perform reconciliations, journal entries, cash management, and fixed assets.

Essential Functions and Responsibilities:

- Complete accounting functions in accordance with policies and procedures.
- Balance and reconcile assigned general ledger accounts daily, weekly, and monthly as required.
- Post and reconcile daily general ledger transactions, verifying ending general ledger account balances to system reports.
- Perform research and resolution of outstanding items relating to general ledger.
- Post assigned daily and month end journal entries accurately and efficiently.
- Verify checks issued and outstanding in bank reconciliation.
- Prepare the daily cash management report.
- Assist with processing account payable transactions, ensuring proper authorization and expenditure account.
- Maintain fixed assets and prepaid account records and prepare monthly reconciliations.
- Prepare and post investment journal entries. Reconcile investment accounting information.
- Assist the department in gathering specific information and/or preparing special reports including audit requests.
- Must be able to work independently as well as in a team environment.
- Perform additional duties as assigned.

Knowledge and Skills:

Experience: Three years to five years of similar or related experience.

Education: (1) An associate's degree, or (2) achievement of formal certifications recognized in the industry as equivalent to an associate's degree (e.g., information technology certifications in lieu of a degree).