

## **Job Description**

**TITLE: ACCOUNTANT**

**REPORTS TO: ACCOUNTING MANAGER**

**STATUS: SALARIED NON-EXEMPT**

### **Purpose**

Perform tasks necessary to balance and update general ledger and subsidiary accounts, maintain and reconcile daily cash accounts, and manage other accounting-related duties. Prepare various accounting reports as required.

### **Requirements**

- High degree of analytical ability and thorough knowledge of accounting principles
- A bachelors degree in accounting is preferred
- Proficiency in Microsoft Excel is required
- Credit Union experience is preferred

### **Duties and Responsibilities**

- Prepare and enter daily and monthly general ledger transactions including investment activity and schedules, employee payroll, pension and 401(k) entries.
- Analyze and prepare general ledger reconciliations for various accounts as assigned.
- Prepare summary journal vouchers and verify that all other journal vouchers and cash received have been properly balanced and authorized.
- Review and analyze financial data. Generate a variety of reports and statements as requested by management. Prepare financial statements and reports on a regular basis. Examples of reports include teller variance report, daily cash flow report, renewable and share insurance reports.
- Post and reconcile the subsidiary records for the accrued income from investment accounts.
- Post investment interest checks.
- Review daily cash balances.
- Research and adjust all open items, cash imbalances and variances.
- Set-up and run all prepaid and fixed asset items in the depreciation program.
- Prepare all inter-company elimination entries.
- Conduct related duties and jobs assigned by management.
- Must always maintain information related to the credit union confidential.