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| **Position Title** | **Division** |
| Staff Accountant - Temp | Finance & Administration |
| **Reports To:** | **Department** | **Date** |
| AVP/Accounting Manager | Accounting | August 2022 |
| **Supervises** | **FLSA** | **Revised** |
| None | Non-Exempt | August 2022 |

**GENERAL SUMMARY**

Under general supervision, for month end reconciliations, proof and data entry of various accounting and financial transactions of a semi-complex to complex basis as it relates to branch activity, accruals and expense account analysis. Compiles and prepares information for use in regulatory reporting, financial analysis, and preparation of financial statement. Responds to questions and/or provides information upon request from members (internal and external).

**MAJOR RESPONSIBILITIES (***in descending order of importance and should be no more than 10, if possible***)**

1. Payment Exchange: FedWire – Release domestic, foreign, and international wires for the credit union. Responsible for Federal Reserve daily, weekly, and monthly reporting.
2. Performs balancing, reconcilement, research, and problem solving, some of a complex nature, on a variety of general ledger accounts, including subsidiaries and bank reconciliations. Inputs information into spreadsheets and other financial systems. Proves, identifies, research and resolves any out of balance conditions.
3. Completes monthly general ledger account reconciliations as assigned in Blackline Reconciliation Software and maintains procedures.
4. Cross trained and balances, reviews and reconciles branch work and back office departments. Reconciliation of cash letter daily and ATM’s to alleviate branch out of balance conditions.
5. Performs other accounting/finance and administrative related duties as assigned by the AVP Accounting Manager.

**QUALIFICATIONS:**

***Education***

AA degree in Accounting or Finance preferred.

***Experience***/***Skills/Knowledge***:

1. Demonstrated knowledge of GAAP, CU regulations, legislation and financial reporting.

2. Detail oriented, ability to analyze figures, accuracy, problem-solving and dependability required

3. Ability to multi-task, establish priorities and organize efficiently

4. Excellent verbal, written, telephone and interpersonal communication skills.

5. PC proficient, including Microsoft Office (Word, Excel, Outlook) and the Internet as well as other spreadsheets and financial analysis programs.

6. Ability to function in a financial institution environment and utilize standard office equipment including but not limited to: fax, copier, telephone, etc. Ability to lift a minimum of 25lbs. e.g. file boxes

**DESCRIPTION:**

 ***In terms of physical requirements, this position requires work best described as:***

 Sedentary  Light  Medium  Heavy  Very Heavy –

**PHYSICAL TASKS:**

1. Standing/Walking/Bending/Stooping – Frequent
2. Hearing - Ability to receive information through oral communication (face to face and telephone). - Continuous
3. Talking - Expressing or exchanging ideas by means of the spoken word (face to face and telephone). – Continuous
4. Reading – Ability to receive information through fax, e-mail and text messages – Continuous

**AUDIO / VISUAL:**

1. Requires vision to perform work dealing with data and figures and computer screens. -Continuous

**PSYCHOLOGICAL/MENTAL DEMANDS:**

1. Responds positively and productively to stressful internal (employee)/situations. - Continuous
2. Assists others to work harmoniously and effectively as part of a work team. – Continuous

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| **Employee’s Signature** |  |  **Date** |  |
| **Manager’s Signature** |  | **Date** |  |
| **Human Resources’ Signature** |  | **Date** |  |