

Accountant II

Department: Finance and Accounting

Exemption Classification: Non-Exempt

Hourly Pay Range: \$25.92 - \$38.89

Role:

The Accountant II supports financial management and operations of the Credit Union through maintenance of accounting records and reports, ensuring they are in compliance with generally accepted accounting principles (GAAP) and other applicable laws and regulations. This position is responsible for performing advanced accounting and finance duties as directed by management and Credit Union policies and procedures.

Essential Functions and Responsibilities:

- Uses proficient spreadsheet skills to analyze data to identify, research, and resolve variety of adjustments and balancing issues; verify assigned accounts are current and reconciled within the defined timeline; assist management in ensuring overall accuracy and integrity of financial data; complying with operational policies and procedures.
- Perform periodic general ledger closing process; prepare various reporting packages, such as monthly financial statement preparation, board reports, senior management reports and other analysis as needed; completes periodic regulatory and tax reporting as assigned including but not limited to quarterly NCUA call report, annual financial audit schedules, 945 back-up withholding tax remittances including quarterly filings, annual 1099 filings and property tax statements, maintains fixed assets registers, handles prepaids and accruals; completes all accounting functions in accordance with established Credit Union policies, procedures, and consistent with a broad understanding of the mission, vision, and goals of the unit.
- Perform other accounting functions to support day-to-day operations of the accounting department; assist other accounting personnel when necessary (i.e., administering Credit Union's accounts payable process); handling ATM balancing, journal entry postings and other tasks that may be assigned.
- Effectively communicates with other departments and management to obtain information and/or to correct transactions; continually assesses areas of oversight to build operational efficiencies and improve internal processes.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; or participating in professional societies.
- Performs other job related duties as assigned.

Knowledge, Skills, and Abilities:

- Bachelor of Science (BS) degree with emphasis in Finance, Accounting, or Business Administration; achievement of formal certification(s) recognized in the industry as equivalent to a bachelor's degree or; an equivalent level of training and experience.
- Three to five (3 to 5) years of similar or related experience.
- Basic knowledge of banking procedures and regulation (e.g., GAAP, NCUA, etc.).
- Intermediate to advance working knowledge of spreadsheet, word processing, presentation software skills, and general ledger usage.
- Professional and effective interaction, verbal, and written communication skills.
- Exhibits meticulous attention to detail for accuracy and thoroughness in completion of tasks and responsibilities.
- Strong analytical skills, people skills (i.e., emotional intelligence), and organizational skills.

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions 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 Credit Union.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools or controls. The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk, reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

This job description is not a complete statement of all duties and responsibilities comprising the position.