

Job Title: Accountant

Focus Area: Share Drafts

Reports To: Vice President Accounting

Status: Non-Exempt

Date: April 2021

Position Summary: Completes various daily, weekly, and monthly operational accounting functions. Specializes in and acts as a go-to for share drafts. Efficiently and effectively assists Co-op Credit Union members and the Accounting Department in daily operations. Performs all duties in compliance with CCU policies and procedures.

Principal Duties and Responsibilities:

- Manages the share draft exceptions daily, including stop payments on share drafts.
- Assists members with share draft questions, problems, and research.
- Communicates with members when closing a share draft account due to NSF activity.
- Makes daily General Ledger entries for Corporate Central Credit Union accounts.
- Reconciles daily settlement entries for FHLB Cash settlement account.
- Reconciles cashier's check and money orders issued daily.
- Reviews and processes outstanding cashier's checks and money orders issued.
- Reviews dormant accounts as part of the escheatment process.
- Reconciles Charge off accounts.
- Assists with monthly investment accrual entries.
- Assists with IRA and HSA processing.
- Assists in approving mobile deposits and places any necessary holds to minimize loss to CCU.
- Cross trains and acts as a back up to other staff in the Accounting Department as needed.
- Researches and assists with member inquiries including but not limited to statement reprints, copies of checks, etc.
- Assists with special Accounting Department projects as needed.
- Performs any other duties as assigned.

Other Duties and Responsibilities:

- Commits to CCU's mission, vision, and core values and model of Service Excellence. Lives and displays these values in all aspects of work and personal life.
- Keeps current in field by reading published information and attending authorized seminars and conferences. Occasional out-of-town travel.
- Participates in training sessions and online courses as needed.
- Participates in regularly scheduled departmental meetings and coaching sessions.
- Gets involved in professional and/or community activities to contribute to local community/profession and to be visible in the community.
- Represents the department on committees that may be formed and/or at various CCU events.
- Works on assigned Saturdays throughout the year.
- Other job-related duties may be necessary to carry out the responsibilities of this position.

Performance Expectations:

- Communicates with members in a friendly, professional, manner.
- Gives all members their full attention during each interaction; does not attempt to multi-task with other duties or transactions while helping a member.
- Demonstrates accuracy and thoroughness and promotes this attribute to all employees.
- Performs all duties in compliance with CCU policies and procedures.
- Complies with Bank Secrecy Act requirements; always maintains the integrity of our confidentiality policy.
- Maintains a positive, professional appearance and attitude with members and co-workers.
- Develops and maintains positive working relationships with other employees; promotes teamwork concept.
- Maintains a neat workspace
- Is punctual and reliable.

- Asks for help when necessary.

Knowledge, Skills, and Abilities:

- Ability to operate general office equipment.
- Basic mathematical skills.
- Excellent communication and customer service skills.
- Ability to identify, analyze, and solve problems efficiently and effectively.
- Excellent computer and Microsoft Office skills (including Excel).
- Excellent attention to detail.
- Post-secondary education and/or experience in related field preferred but not required.

Work Relationships and Scope: Reports directly to the Vice President Accounting. This position works closely with other Accounting Department employees and interacts regularly with a range of other CCU employees, members and non-members. Frequent access to confidential member and credit union information.

Working Conditions: Work is performed largely in a pleasant office environment with minimal chance for personal injury and moderate noise level. There may be occasions when the work environment is stressful. Work hours will normally be from Monday through Saturday and may change depending on our needs or due to special projects, deadlines and other concerns. Physical requirements include the ability to sit or stand for extended periods of time. Some walking, bending, stooping, and lifting of light materials is required. Frequent mental and visual concentration required for computer usage. Other equipment that may be used includes copy machine, calculator, computer, fax machine, and other office and financial institution equipment.

Acknowledgment: This position description describes the general nature and level of work performed by the individual assigned to this position and should not be interpreted as all inclusive. It does not state or imply these are the only duties and responsibilities assigned to the position. The employee may be required to perform other job-related duties. All requirements are subject to change and to possible modification to reasonably accommodate individuals with a disability.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.