

**Job Title:** Accounting Manager  
**Reports To:** Chief Financial Officer  
**Status:** Exempt

**Date:** April 2026

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**Position Summary:** Is responsible for developing, planning, managing, and maintaining credit union accounting functions and staff. Ensures accounting and reporting functions are reliable, efficient, and accurate. Reconciles general ledger and credit union accounts. Is responsible to ensure adherence to generally accepted accounting practices (GAAP), State and Federal regulations, policies, and procedures.

**Principal Supervisory Duties and Responsibilities:**

- Supervises, directs, and coaches the Accounting Department staff.
- Reviews and schedules hours worked, handles time off requests, and assigns and monitors work for all staff that he/she supervises.
- Works closely with Leadership Team and other managers and staff to promote a positive team environment and positive employee relations across all CCU locations.
- Maintains a highly motivated, well-trained staff. Analyzes training needs and coordinates with Human Resources Training to address training needs.
- Encourages and assists staff members in the optimum utilization of their skills and abilities in meeting CCU vision and objectives.
- Investigates and takes appropriate action to resolve performance conflicts and problems. Documents events. Seeks assistance from Human Resources as needed.
- Assists to recruit and select quality applicants for vacancies as needed, ensuring that CCU is adequately staffed with competent employees.
- Evaluates the job performance of staff to ensure quality of work and service to members.
- Holds regular huddles and staff meetings to discuss areas needing improvement, changes in procedures, and new developments of services and to present general information.

**Principal Financial Duties and Responsibilities:**

- Directs day-to-day accounting operations, including but not limited to accounts payable and receivable, general ledger management and reconciliation, fixed assets, prepaids, and accounting recordkeeping.
- Manages payment and transaction accounting operations, including but not limited to ACH, share drafts, cash letter, and mobile/online payment processing.
- Implements policies and procedures for the accounting department and ensure they reflect current regulations.
- Ensures that all activities of the department are in accordance with GAAP and that the accounting records are maintained accurately and in compliance with laws and regulations.
- Prepares daily cash position analysis.
- Analyzes financial accounts and monitors general ledger journal entries.
- Prepares and delivers accurate monthly financial statements in accordance with GAAP
- Assists with specialized accounting areas, including but not limited to budgeting, repossessed property, tax reporting, allowance for credit loss, and mortgage servicing rights and investments.
- Develops and implement processes to streamline credit union accounting procedures.
- Oversees accounting operations to ensure reasonableness and validity of data. Communicates ideas for process and data validity improvements to managers in relevant positions.
- Assists with legal requests as needed, which may include but is not limited to subpoenas, levies, garnishments, and account freezes.

- Assists with member account corrections and overall data quality as needed.
- In collaboration with the ACH Specialist, oversees the annual ACH audit. Ensures compliance with related policies, laws, and regulations; ensures timely implementation of corrective actions.
- Conducts special accounting studies, analysis, and special projects as needed.
- Attends regularly scheduled meetings including but not limited to Managers Meeting and Fraud Team. Collaborates with other team members between meetings to execute initiatives as needed.
- Any other duties as assigned.

**Additional 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:**

- Demonstrates accuracy and thoroughness and promotes this attribute to all employees.
- Effectively communicates ideas, thoughts, and concepts verbally and in written form.
- Performs all duties in compliance with CCU policies and procedures.
- Complies with Bank Secrecy Act requirements; 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.
- Excellent computer and Microsoft Office skills, specifically Excel.
- Excellent attention to detail, analysis, and problem-solving skills.
- Bachelor's degree or higher education in related field and 3-5 years of related experience.
- Related financial background is preferred but not required.
- Effective leadership, management, analytical, problem solving and organizational skills.
- Ability to build positive supervisory relationships with a variety of people.
- Excellent communication, customer service, and reasoning skills.

**Work Relationships and Scope:** Reports directly to the Chief Financial Officer. Supervises, manages, and coaches the Accounting Department staff. Works closely with the Chief Financial Officer; works periodically with the Vice President Finance, Leadership Team, and other staff of CCU as needed.

**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 Friday and assigned Saturdays throughout the year 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. Equipment that may be used includes copy machine, calculator, telephone, computer, fax machine, and other office and financial institution equipment. Occasional travel may be required. Reasonable accommodations may be made to enable employees with disabilities to perform the essential functions.

**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.