

Accountant

Summary:

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 needed.

Duties and Responsibilities:

- Prepare the credit union's tax returns, pension plan and insurance plans necessary reports.
- Prepare, pay file and troubleshoot all accounts payable for the credit union.
- Reconcile all bank accounts.
- Reconcile daily ATH, POS, Visa and Master Card Settlements.
- Performs daily monitoring of General Ledger accounts. Update subsidiary ledger.
- Assist in the preparation of Financial Statements and other reports at the end of each month.
- Prepare biweekly payroll and payments, including verify all payroll taxes and deductions.
- Post and reconcile the subsidiary records for the accrued income from loans accounts

- Assist in maintain an updated fixed assets register
- Assist in the record keeping of investment transactions.
- Involve in accounting end of period processes.
- Keeps informed and updated on company policies and procedures affecting job duties and responsibilities and complies with by-laws and regulations affecting the organization.
- Attends meetings as required and reports on assigned areas of responsibility.
- Submits all required reports.
- Participates in education and training activities as needed.
- Assists in audits and regulator examinations
- Employee shall also perform such other duties as negotiated with the supervisor.

Requirements & Qualifications:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's degree in Accounting (B. A.) from four-year college or university

Additionally, this position requires the following:

- Knowledge of financial accounting.
- Knowledge in Financial Statement interpretation.

Language Skills:

It's required to have ability to read and interpret documents in English or Spanish, such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.

Computer Skills:

To perform this job successfully, an individual should have ability to operate in windows environment software.

Job Type: Full-time

Pay: From \$39,322.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Vision insurance
- Work from home