POSITION DESCRIPTION

Position: Accounting Analyst

FLSA Status: Non-Exempt

Position Overview

Under the general supervision of the Accounting Manager and CFO, this role supports the Accounting and Finance Department in maintaining the Credit Union's (CU) financial records in accordance with Generally Accepted Accounting Principles (GAAP), ODFI and NCUA regulations. Performs tasks related to financial accounting and reporting, accounts payable, and remote deposit capture processing. Responsible for accounting reconciliations, adherence to regulatory and Homeland Credit Union-specific policy for Wire transactions, as well as application of GAAP requirements to financial operations.

Essential duties and responsibilities:

- Present professionalism and teamwork, courteous and friendly attitude towards members, employees, and co-workers
- Work collaboratively with accounting staff and employees throughout the organization
- Aids departmental efforts to manage deposits, mitigate deposit fraud risk, and disburse funds in accordance with CU policies and procedures
- Routinely communicates with members, employees, and vendors, both verbally and in writing, to provide clarification regarding accounts, procedures and/or services
- Adherence to strict deadlines, application of all federal and agency rules and regulations, as well as HCU policies and procedures, are critical to this role
- Reconciles and balances previous day settlements to the General Ledger hold file, balances and prepares remittances for premiums, balances Federal Reserve account, balances member share draft clearings, prepares reporting to verify and support liquidity position
- Review, analysis and disposition of daily share draft exceptions
- Originate and receive wire transactions in accordance with Federal Reserve regulations
- Completes regulatory, compliance and vendor reports and filings
- Reviews and approves or rejects remote-deposit capture transactions
- Review and administer ODP and Paid NSF transactions, provide notifications and monitoring, disposition of appropriate status updates to member accounts
- Prepares and enters adjusting journal entries on assigned general ledger accounts
- Assists in the review of general ledgers monthly; analyzes general ledger variances; and resolves discrepancies. Reconciles assigned general ledger asset and accounts, identifies discrepancies, creates journal entries, and documents monthly accruals. Assists in preparing reports, schedules and charts for monthly Board of Directors presentation book.

- Assists auditors in annual review of accounting records and prepares schedules
- Serves in a back-up capacity within the department and is capable of performing activities related to ACH operations, accounts payable functions
- May be required to travel to other branch offices, as needed
- Other duties as assigned by direct manager or senior level staff, as determined by fluctuating business needs

Minimum Requirements:

- Associates or bachelor's degree in accounting or business administration, plus 2-3 years related experience; or equivalent combination of years of education and experience
- Mid-level Excel knowledge required

Competencies:

- Accurately prepare and balance all transactions applicable to this position on a scheduled basis, i.e., hourly, daily, weekly, monthly, etc. Document records for easy audit trail.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to handle problems involving several concrete variables in standardized situations.
- Basic input, output, error correction, general ledger account structure knowledge essential to be able to perform the job.

Work Environment:

Required to sit, stand, walk, stoop, kneel, crouch, or crawl. Ability to use hands and fingers, handle, or feel objects, tools, or controls, reach with hands and arms. Daily use of PC. The noise level in the work environment is usually moderate.

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

_____ _____

Employee printed name and signature Date

_____ _____

Direct Manager printed name and signature Date