

## JOB DESCRIPTION

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**General Job Title:** Accountant

**Salary Grade:** V

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**Original Date:** 3/27/2023

**Revised Date:**

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**Basic Function and Scope of Responsibilities:** The Accountant assists the CFO in various accounting functions including account reconciliations, general ledger entries, and the monthly reporting of financial reports. The Accountant will also assist with the annual external audit and periodic examination.

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**Principal Responsibilities:**

- Monthly reconciliation of balance sheet accounts, Monthly and Quarterly financial reporting and GL entries
- Research errors and discrepancies and reports material concerns to the CFO
- Assist CFO with annual financial audit and periodic NCUA exam
- Maintain Investment and Asset subsidiary ledgers
- Assist CFO with annual budgeting
- Processes or verify member and corporate wires in accordance with Federal and credit union regulations.
- Act as a backup to the Accounting Specialist for daily balancing, accounts payable and accounts receivable.
- Other tasks as assigned.

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**Education Requirements:**

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| <input type="checkbox"/> High School Diploma or GED                    | <input checked="" type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> Vocational School or some college courses     | <input type="checkbox"/> Master's Degree              |
| <input type="checkbox"/> Associate's Degree, Trade or Technical School | <input type="checkbox"/> Doctoral Degree              |

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**Training, Skills, Knowledge and/or Experience:**

- 1-3 years experience working in Accounting
- 2 years experience working in a Financial Institution (Preferred)
- Knowledge of GAAP and applicable federal, state and local regulator laws.
- Experience with Excel, Word, Outlook
- Good organizational skills; attention to detail
- Analytical and creative thinker
- Great Communication and interpersonal skills

**Authority:****Decision Making**

What is the nature of the direct supervision that is provided to the incumbent of this position?

General guidance is given - periodical checking

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**Supervisory Responsibility:**

No supervisory responsibility;

**Organizational Structure:**

Job Title to which this position reports: CFO

Job Titles directly reporting to this position: None

Job Titles indirectly reporting to this position (e.g. Titles reporting to position's subordinates): None

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**Working Conditions:**

Normal office environment.

**Physical surroundings:** Office building, computer equipment

**Physical Effort:** May require some lifting up to 50 lbs. for computer equipment etc.

**Domestic/International Travel:** This position would attend conferences domestically approximately 1-2 times per year.

**Extensive Hours:** Generally 8 to 5 Monday through Friday. May require evenings or weekends if special projects or time sensitive issues arise.

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The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an exhaustive list of all associated responsibilities, skills, efforts, or working conditions. Explorers Credit Union, reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

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