



Job Title:	Staff Accountant	Reports To	VP of Finance
Department/Group:	Accounting	FLSA Status	Non-Exempt
Location:	Main Branch	Travel Req.	n/a
Salary Grade Range: (experience based)		Position Type:	Full Time
Approved By:	HR	Last Updated:	2022

Job Summary

- The staff accountant’s responsibilities include maintaining financial records and reports, performing account reconciliations, assisting with budget and close processes, maintaining fixed asset and prepaid subledgers, and maintaining the investment portfolio. You will also be assisting the Vice President of Finance as needed and respond to information requests by management and for auditing purposes.

To be successful as a staff accountant, you should be able to accurately maintain a general ledger and ensure compliance with generally accepted accounting principles (GAAP). A staff accountant should also have excellent communication, organizational, and analytical skills.

Essential Duties and Expectations:

- Maintaining financial reports, records, and general ledger accounts.
- Preparing journal entries, analyses, and account reconciliations and assisting with monthly close processes.
- Maintaining the subledgers for fixed assets and prepaid expenses and ensuring proper documentation.
- Maintaining and ensuring the accuracy of the investment portfolio.
- Balancing the Service Center account daily.
- Performing monthly balance sheet reconciliations.
- Meeting processing and reporting deadlines.
- Responding to information requests, reviewing financial statements, and assisting with audits.
- Assisting members with their accounts as needed.
- Ensuring compliance with GAAP.
- Assisting the VP of Finance as needed.

The Preferred Candidate would possess the following skills and qualifications:

- Bachelor’s degree in accounting required.
- 2+ years of accounting experience preferred.
- Excellent communication skills, both written and verbal.
- Working knowledge of GAAP
- Good problem-solving and time management skills.
- Highly organized and detail oriented.
- Proficient in Microsoft Word and Excel.

Physical Demands

Sedentary - Exerts up to 10 lbs. of force occasionally and/or may have to lift, carry, push, pull, or otherwise move objects up to 10lbs. Involves sitting most of the time, but may involve walking or standing for brief periods of time.

Hearing- Ability to receive detailed information through oral communication

Reaching - Extending hand(s) and arm(s) in any direction

Talking - Expressing or exchanging ideas by means of the spoken word. Talking is important for those activities in which workers must impart oral information to clients or to the public, and in those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Environmental Conditions and Physical Surroundings-Normal conditions compliant with regular office work.

Interpersonal Skills/Behaviors-Dealing with individuals with a range of moods and behaviors in a tactful, congenial, personal manner so as not to alienate or antagonize them.

Compliance

To abide by all federal, state, and local laws including but not limited to: The Bank Secrecy Act, including the Office of Foreign Assets Control (OFAC) and Financial Crimes Enforcement Network (FinCEN); Uniform Commercial Code (UCC); Federal Reserve Bank; and National Credit Union Administration (NCUA), Anti-Money Laundering (AML), Customer Identification Program (CIP) and Customer Due Diligence (CDD) daily to ensure compliance with current regulations. Maintain confidentiality of current, past, and potential members and their personal and financial information. All employees shall be trained annually in BSA/AML compliance.