

Job Title	Accountant I
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Short Description	<p>This position is an entry level accounting position. The primary function of this position is to assist the Credit Union in achieving its mission to share in the financial success of our members by providing services with fairness and integrity. To achieve this goal, this position must deliver outstanding service to both internal and external members as defined by our Service Promises. A key component of this service is to identify needs and offer solutions at every opportunity.</p> <p>Additionally, this position is responsible for daily, weekly, monthly and other periodic reconcilements. Maintains subledgers for fixed assets, prepaid expenses and deferred expenses and other subledgers as assigned. This position provides support for other accounting functions, performs research on exceptions, and backs up other accounting positions.</p>
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Full Description	<p>We are seeking a Full Time JR Accountant I</p> <p>This position is an entry level accounting position. The primary function of this position is to assist the Credit Union in achieving its mission to share in the financial success of our members by providing services with fairness and integrity. To achieve this goal, this position must deliver outstanding service to both internal and external members as defined by our Service Promises. A key component of this service is to identify needs and offer solutions at every opportunity.</p> <p>Additionally, this position is responsible for daily, weekly, monthly and other periodic reconcilements. Maintains subledgers for fixed assets, prepaid expenses and deferred expenses and other subledgers as assigned. This position provides support for other accounting functions, performs research on exceptions, and backs up other accounting positions.</p> <p>Major Duties and Responsibilities Performs daily, weekly, monthly and other periodic reconcilements. Delivers high quality service, as defined by our Service Promises. Maintains subledgers for fixed assets, furniture and equipment, prepaid and deferred assets. Performs daily balancing functions. Cross trains in other department functions, as needed. Provides support for accounting and finance processes: Provides support for the budget process. Attention to detail and accuracy must be maintained in all job functions. Other duties as assigned. Must comply with applicable laws and regulations, including but not limited to, the Bank Secrecy Act, the Patriot Act, and the Office of Foreign Assets Control. Follows established company policies and procedures, including but not limited to: Sarbanes Oxley controls, Business Ethics and Standard of Conduct, Electronic Communications, Confidentiality and Privacy. Required to attend or participate in necessary compliance training.</p>
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Knowledge & Skills

Experience

Two years of experience working in accounting. Financial institution experience is preferred. Must be experienced working with various software programs and proficient in excel.

Education/Certifications/Licenses

A minimum of two years of college with work experience. Degree preferred.

Interpersonal Skills

A significant level of trust and diplomacy is required to be an effective subject matter expert in the position. In-depth dialogues, conversations and explanations with customers, direct and indirect reports and outside vendors of a sensitive and/or highly confidential nature is a normal part of the day-to-day experience.

Communications can involve motivating, influencing, educating and/or advising others on matters of significance.

Other Skills

.Must have the ability to communicate effectively with internal staff members.

Developing and maintaining consistent processes is essential. Must consistently meet established deadlines.

ADA Requirements

Physical Requirements

Perform primarily sedentary work with limited physical exertion and regularly lifting cash box of up to 10 lbs. and coin bags up to 30 lbs. on occasion. Must be capable of climbing / descending stairs in emergency situation. Must be able to operate routine office equipment including telephone, copier, facsimile, and calculator. Must be able to stand for long periods of time. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

Working Conditions

Must be able to routinely perform work indoors in climate-controlled shared work area with minimal noise.

Mental and/or Emotional Requirements

Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be able to use basic math skills and spell accurately up to a high school graduate level. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when

dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.

Education A minimum of two years of college with work experience. Degree preferred.

Additional Comments Apply at our website: <https://121fcu.org/careers/?gnk=job&gni=8a7887a87acffd16017af8ce5130438b&gns=Other>
Must have the ability to communicate effectively with internal staff members.
Developing and maintaining consistent processes is essential.
Must consistently meet established deadlines.

Credit Union 121 Financial Credit Union

State Florida

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