



Job Title:	Sr. Accountant	Scheduled Days:	Monday - Friday
Department/Group:	Executive	Hours:	Business hours
Location:	Atlanta, GA	Travel Required:	No
Level/Salary Range:	Mid-Senior	Position Type:	Full-Time
Reports To:	Tyra Paytes		

Job Description

1st Choice Credit Union is seeking an experienced Financial Officer to undertake all aspects of financial management, including regulatory and financial reporting, budget and forecasts preparation, as well as development of internal control policies and procedures. Sr. Accountant responsibilities will also include financial risk management.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Provide informed financial information to CEO, Board and Committee Members, Credit Union members, employees, and business partners.
- Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems.
- Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Protects assets by establishing, monitoring, and enforcing internal controls.
- Monitors and confirms financial condition by conducting audits and providing information to external auditors.
- Maximizes return and limits risk on cash by minimizing bank balances and making investments.
- Prepares budgets by establishing schedules; collecting, analyzing, and consolidating financial data; recommending plans.
- Complies with federal, state, and local legal requirements by studying existing and new legislation, anticipating future legislation, enforcing adherence to requirements, filing financial reports, and advising management on needed actions.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Credit union or community banking experience is required
- Accounting or Finance degree is required
- CPA or CFA is preferred
- Experience with call reports is preferred
- Prior audit experience is preferred
- Experience in Asset Liability Management is preferred
- Minimum 3-5 years' experience in accounting/finance

BENEFITS

- 401(k)
- Health Insurance
- Dental Insurance
- Disability Insurance
- Vision Insurance
- Life Insurance
- Paid Time Off

For consideration of this position, please email your resume to info@1stchoicecu.org.

Employee Signature

Date

Printed Name