

Job Title	Accounting Manager
Short Description	The Accounting Manager is responsible for all duties and employees of the Accounting Department. The Accounting Manager is responsible for ensuring the work is being processed in a timely manner and to manage the employee's assigned to this department.
Full Description	<p>Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union to live out our Mission, "To help our members achieve financial success by providing exceptional products and service."</p> <p>Summary: The Accounting Manager is responsible for all duties and employees of the Accounting Department. It is their responsibility to ensure that work is being processed in a timely manner and to manage the employee's assigned to this department.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises. 2. Daily management and supervision of the employees of the Accounting Department. 3. Daily monitoring of the workflow within the department to ensure that all designated responsibilities are being performed in a timely manner. 4. Daily recording and monitoring of employee's sick/annual leave to ensure that the department is adequately staffed. 5. Daily monitoring of general ledger accounts to ensure proper posting and balancing. 6. Monitoring of the accounts payable check register to ensure no wrong doing on the part of the accounts payable clerk. 7. Maintain and update accounting procedures manual. 8. Review monthly investment balancing and reconciliation. 9. Review all month-end general ledger entries posted by accounting employees. 10. Annual processing of FR2910 Report. 11. Perform monthly coaching on all accounting employees in a timely manner. 12. Process and give annual reviews to employees of the Accounting Department. 13. Assist and work with all managers and executives as needed within the Credit Union. 14. Make sure the employees understand their job descriptions, know how to perform their duties and ensure they are provided the tools to accomplish their job. 15. Assist the VP of Finance and CFO as needed. 16. Comply with all aspects of BSA/AML and OFAC regulations as they relate to this position. 17. Other duties as assigned. <p>Desired Qualifications:</p> <ol style="list-style-type: none"> 1. Strong experience with an accounting background. 2. General knowledge of all areas of the Credit Union is needed. 3. Must have good computer skills and business machine skills.

4. Must have good organizational skills and communication skills.
5. Must be able to delegate, motivate, and manage employees.
6. Must be able to make decisions.
7. Must be self-motivated and always alert to suggest innovative changes that would improve the overall performance of the department.
8. Be a role model for the employees in the department.

Physical Job Requirements:

Must be physically able to operate a variety of automated office machines such as calculator, computer, printer, facsimile, telephone, copier, etc. Must be able to stand, bend and stoop as needed. Must be able to lift and/or carry weights of 20 pounds.

Education	College degree preferred
Additional Comments	
Credit Union	Atlanta Postal Credit Union
State	Georgia
Contact Name	Ginger Wallis
Email	gwallis@apcu.com
Phone	404-684-8085
Fax	
Expiration Date	01/31/2023