

**Job Title****Accounting Specialist****Short Description**

The Accounting Specialist is primarily responsible for performing a variety of APCU accounting and reconciliation functions, maintenance of fixed asset inventory, and a variety of other support functions within the accounting department. Depending on their assignment, the Accounting Specialist from time to time may perform all or a portion of the tasks listed herein but all incumbents are expected to be proficient in each task over time.

**Full Description**

Title: Accounting Specialist

Position Status - Full-time, Non-exempt (hourly)

Reports To: Accounting Manager

Purpose: The primary purpose of this position is to assist Atlanta Postal Credit Union (APCU) to live out our Mission, "To

help our members achieve financial success by providing exceptional products and service."

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the tasks listed herein but all incumbents are expected to be proficient in each task over time.

Essential Duties and Responsibilities: Other duties may be assigned

1. Deliver outstanding service to both internal and external members that is in alignment with our Service Promises:

a. I promise to be mindful of your time with fast, efficient, courteous, and friendly service.

b. I promise to demonstrate integrity in all my interactions.

c. I promise to always treat you with dignity and respect.

d. I promise to work with fellow employees throughout the credit union to ensure you receive the best possible products, service, and solutions.

e. I promise to safeguard the security and confidential nature of your financial information.

f. I promise to greet you with a smile and thank you for your business when your transaction is completed.

g. I promise to deliver on our mission to help you achieve financial success by providing exceptional products and service.

2. Maintains an accurate inventory of all credit union property and ensures that fixed asset items are properly capitalized; Prepares annual county and city property tax returns.

3. May perform back-up support for other accounting department functions and annual remittance for unclaimed property.

4. Reconciles the settlement activity related to the APCU

participation loan portfolio and the corresponding general accounts.

5. Gathers data and compiles monthly excel report, prepares vouchers for monthly remittances, pool purchases, and premiums.

6. Reconciles and maintains the credit union corporate check register.

7. Reconciles the settlement activity related to the secondary market and the corresponding general ledger accounts.

8. As directed, assists with the shared branching daily settlement and research, daily settlement balancing, and filing claim adjustments.

9. Assists branch staff with researching out of balance scenarios, identifying errors or the source of errors, and providing guidance for the resolution and/or correction of such scenarios.

10. Compiles, calculates, and submits annual unclaimed property report to applicable state departments of revenue for the credit union's dormant accounts.

11. As needed, provides back up support for various accounting related functions; Serves as the primary backup for accounts payable functions.

12. As needed, assists the accounting manager with accounting related projects

13. Performs work in accordance with specific procedures.

14. Demonstrates effective use of written and oral communication as well as builds and maintains positive working

relationships with all stakeholders, vendors, leaders, etc.

15. Maintains up-to-date knowledge of accepted accounting principles (GAAP)

16. Participates in self learning activities to constantly improve skills and abilities to perform the job.

17. Uses analytical and problem-solving skills to perform daily tasks, reach conclusions, and recommend solutions.

18. Demonstrates high level of attention to details.

19. Builds and maintains positive relationships with all stakeholders

20. Complies with all aspects of BSA/AML and OFAC regulations as they relate to this position.

21. Often required to work under pressure and to respond positively when tight deadlines may develop.

22. Other duties as assigned

Supervisory Responsibilities: No direct reports. May manage day-to-day task through indirect reporting relationships or through a matrixed management approach and the ability to collaboratively interact with internal and external partners.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily. The requirements listed below are

representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED Education and/or Experience:

- Associate degree in finance, accounting, business administration or related field or 2 years additional relative work experience in lieu of degree
- 2 years of relative work experience in an accounting department
- Technical competence with MS Office products

PREFERRED Education and/or Experience:

- Bachelor's degree in finance, accounting, business administration or related field
- 3 years relative accounting work experience
- Relative work experience at a Credit Union
- Experience with Symitar

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 5 to 20 pounds

<b>Education</b>	Associate's degree or equivalent experience / Bachelor's degree preferred
<b>Additional Comments</b>	
<b>Credit Union</b>	APCU Center Parc Credit Union (Atlanta Postal Credit Union)
<b>State</b>	Georgia
<b>Contact Name</b>	Ginger Wallis
<b>Email</b>	gwallis@apcu.com
<b>Phone</b>	404-684-8085
<b>Fax</b>	
<b>Expiration Date</b>	10/04/2024