

Alabama Credit Union: Position Opening

Job Posting: Financial Staff Accountant

Career opportunities await you at Alabama Credit Union. At Alabama Credit Union, our employees feel good about their careers. We create an environment rich in learning and advancement opportunities, community support activities, and chances to provide input on company initiatives. Our "Best Companies to Work For in Alabama" and "Best Credit Unions" designations say it best- our employees feel good about their lives.

This position is based in Tuscaloosa, Alabama and exists to support the financial accounting areas of the credit union through financial statement preparation and relevant balancing required to properly state and report financial statements. The Financial Staff Accountant is responsible for providing a wide variety of advanced accounting work, assist members with their credit union needs, respond to problems and direct members to the appropriate people.

Duties:

The Financial Staff Accountant receives member telephone requests and processes member financial transactions for purposes such as stop payments, federal withholdings, share draft-related transactions, escheatment issues, etc, including posting transactions to member accounts; transfers amounts from member accounts as directed. Backs up other accounting team critical functions including, but not limited to, wires, ACHs, share draft exceptions, returned check items, point of sale adjustments/reconciliations, reports worked, CUSC/COOP balancing, and negative balance write-offs. Verifies accuracy, completeness and consistency of accounting information received; assists in preparing and updating financial statement software utilized including any reporting updates for new general ledger accounts are maintained for the purpose of producing accurate financial and regulatory reporting output requirements; assures that appropriate records (specifically checks disbursed, credit card reports, corporate credit card payments, prepaids, and money orders) are maintained, reconciled and that required reports are prepared.

The Financial Staff Accountant ensures for all assigned General Ledger balances that they are reconciled, stale-dated items are cleared, and transactions are documented per departmental procedures. Responds to any auditor, examiner, or manager requests for GL history and substantiating documentation. Performs accounts payable duties, verifying that bills are paid after receiving substantiating documentation and approval. Scans AP items in accordance with departmental guidelines. Backs up other essential accounting functions.

Actively participates and engages in development activities that enhance the employee's knowledge and skill set, to include Talent Development activities schedule sessions and engaging supervisor- assigned goals for performance enhancement.

Performs a variety of miscellaneous tasks including typing, filing, computer input, and answering telephone, and other duties as assigned.

Feel good about your career.

Knowledge, and Skill requirements:

Ability to write effectively in English using correct spelling and grammar, including reports, business correspondence, and procedure manuals Ability to learn quickly and adapt to change and exhibit excellent oral and written communication skills.

Displays strong organizational skills and shows initiative, creativity, and self-direction..

It is important to show a professional personal presentation and have the ability to maintain a calm demeanor under potentially stressful circumstances while managing multiple (sometimes conflicting) priorities.

Strong listening skills and the ability to comprehend member, co-worker, and senior leadership.

Technical Skills:

Personal computer to include MS Word, Excel, and ability to use web and web-based applications Ability to create presentations using software (PowerPoint, Prezi) Working knowledge of bank technology platforms required. Advanced knowledge of Spectrum, BranchSuite, Prism, and Prologue preferred.

Leadership Skills:

Works well with others and ensures understanding by others of technical terms, jargon, and work scope. Ability to effectively communicate and present technical results and their business impact. The ability to prepare and make comprehensive presentations and professionally communicate before internal audiences. Ability to effectively present information (presentations, meetings) and respond to questions from groups of managers, members, sponsor representatives, and the general public.

Experience and Education:

One year to three years of similar or related experience. Experience in AP and/or AR, Accounting in any relevant financial institution is preferred. Required education is a high school diploma or GED.

If you don't have excellent attention to detail and understanding of accounting principles, and if you can't work in a fast-paced environment with multiple priorities, **this may not be the job for you.**

However, if you want the opportunity to work in a high-performing Accounting Department that affects all members of the Credit Union, provide great service to members and team members, and thrive on helping people in your workplace, **it may be the perfect opportunity to feel good about your career!**

To apply for the Financial Staff Accountant position:

Interested candidates may apply online no later than July 27, 2020 at the Alabama Credit Union Careers page: www.alabamacu.com/Careers.

Feel good about your career.