

<b>Job Title</b>	Senior Accountant I
<b>Short Description</b>	G/L, Fixed Assets and Call report experience
<b>Full Description</b>	<p>S</p> <p>Position Description</p> <p>Department: Accounting  Reports to: Accounting Manager, AVP Controller  Skill Levels: N/A</p> <p>Position Purpose</p> <p>The primary purpose of this position is to assist Associated Credit Union in living out its Mission: To offer members financial products that fulfill their needs, service that exceeds their expectations, and relationships that inspire their trust.</p> <p>This position is a high-level position requiring the understanding of Financials, Balance Sheet and Income Statement. Excellent understanding of General Ledger and mechanics related. The Senior Accountant maintains all credit union Fixed Asset Capitalization and Depreciation items. The Senior Accountant maintains all Prepaid items. This role also does reconcile numerous General Ledger accounts and assists others in the department as needed. This role does reporting for Charge-Off accounts, Commercial Loan participants, reporting for AVP Controller and the EVP Chief Financial Officer. Assist AVP Controller and Accounting Manager with the month-end closing of the General Ledger. This role uses many different systems to facilitate the functions of this position. Jack Henry/Episys, MS Excel, Synergy, Jack Henry/Episys Inventory Control program and Prepaids program.</p> <p>Essential Functions &amp; Core Duties</p> <ul style="list-style-type: none"> <li>• Review of General ledger accounts to ensure all Fixed Asset items are appropriately capitalized.</li> <li>• Review of Fixed Assets to ensure all items are added to the Fixed Asset Inventory program.</li> <li>• Review of Fixed Asset exceptions as they occur and correct as needed.</li> <li>• Review and prepare reporting of credit union's Personal Property tax returns for multiple counties in which branches reside.</li> <li>• Review and create all sub-accounts for Prepaid items as needed.</li> <li>• Review and process Backup Withholdings for the credit union.</li> <li>• General Ledger posting for numerous daily, weekly and month-end entries.</li> <li>• Reporting for various tasks, Charged-off loans, Fixed Asset versus Budget, and other reporting as needed.</li> <li>• Creation of new General Ledger accounts; maintain Balance Sheet and Income Statement when new General Ledger accounts are added.</li> <li>• Balance numerous GL accounts and resolve outstanding items as</li> </ul>

needed.

- Quarterly NCUA 5300 Call Report reporting.
- Excellent communication skills for Inter-departmental service

#### Other Duties & Responsibilities

- Maintains department guide for Business Continuity Plan.

#### Qualifications

Education: High school graduate, Associates Degree or Accounting or business related field. Equivalent combination of relevant education, training and experience may be substituted for education.

Experience: 2 years previous related experience desired but not required. Experience In using MS Excel, Word, Docusign and any other related software.

#### Core Competencies:

- Possesses strong interpersonal skills in such a way that demonstrates daily the credit union's core values and standards
- Functions effectively within a team environment.
- Excellent verbal communication skills; able to explain policies and procedures clearly and concisely to people with different levels of understanding.
- Demonstrates excellent judgement.
- Demonstrates attention to detail and is able to detect errors or inconsistencies.
- Proactively takes initiative to follow through and make sure the job is done properly and in a timely manner.

#### General Operational Requirements (Optional):

- Basic knowledge of credit union products and services, features and benefits.

#### Performance Metrics

- Daily interaction with staff and management providing the ultimate member and staff experience.
- Completion of all daily work balanced and posted correctly.
- Completion of all GL reconciliations in a timely and consistent manner. All reconciling items researched and resolved in a timely manner according to policy.
- Work from home potential after training period.

#### **Education**

High School

#### **Additional Comments**

#### **Credit Union**

Associated Credit Union

#### **State**

Georgia

<b>Contact Name</b>	Karen Pennington
<b>Email</b>	kpennington@acuonline.org
<b>Phone</b>	770-448-8200
<b>Fax</b>	
<b>Expiration Date</b>	04/30/2022