

Job Title	Accounting Assistant
Short Description	Performs a variety of general accounting support tasks inclusive of balancing the daily postings of the credit union which includes maintaining balance sheet schedules and account reconciliations. Assists with month end book closings, and account analysis.
Full Description	<p>Job Duties:</p> <ul style="list-style-type: none"> • Quarterly prepares the 5300Call Report for review by management and files the 5300 Report for submission to the National Credit Union Administration (NCUA) • Assists with the timely and accurate completion of all month-end, quarter end, and year-end book closings. <p>Monthly:</p> <ul style="list-style-type: none"> • Reconciles the Warranty/GAP premiums and submits payment to appropriate vendor. • Sets up and processes credit union prepaid expenses and accruals. • Processes and reconciles Fixed Assets. • Reconciles AmeriCU Mortgage general ledger account. • Prepares charge off reconciliation and sends to management. • Prepares the Asset Liability Management validation. • Prepares financial reports for management. • Prepares daily bank reconciliations for MidSouth Community FCU, Catalyst Corporate FCU, Corporate America, and other correspondent relationships that may be opened. Reconciles and maintain other various general ledger accounts by assignment. • Assists with gathering information for various audits. • Backup to the Accounting Manager position. • Assists with implementing and maintaining internal financial controls and procedures. <p>Other responsibilities:</p> <ul style="list-style-type: none"> • Will perform job duties in accordance with policies established by the Board of Directors under the rules and regulations set by the National Credit Union Administration and the State of Georgia. • Complies with Reg E, BSA, OFAC and CIP requirements such as reporting suspicious or unusual activity to manager. • Fully supports in actions and words Combined Employees Credit Union's, Mission, Core Values and Service Standards. • Attends meetings timely and as required; reports to work as scheduled and adheres to Combined Employees Credit Union's dress code. • Performs other duties as assigned.
Education	Bachelor of Science degree in Accounting, Business or Finance is preferred. A minimum of 3 years' experience in the accounting department of a financial institution or 5 years' experience in the accounting department of a non-financial institution is required.
Additional Comments	<p>The person hired will be considered as the front runner for the Accounting Manager position. Current Manager will be retiring at the end of 2022.</p> <p>Candidate should possess excellent interpersonal skills with strong communication ability. Ability to operate Windows based computer and strong knowledge of the Microsoft Excel and Word programs. Must be diligent and self-motivated with attention to detail. Ability to</p>

multitask is an asset. Excellent follow-up and tracking skills is a must.

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Expiration Date	11/30/2021