



## Staff Accountant

### General Job Description

Credit Union of Atlanta is seeking an experienced professional to serve as its Staff Accountant.

### Credit Union and Community Detail

One of the oldest credit unions in the country, Credit Union of Atlanta was chartered in 1928 to serve the employees of the City of Atlanta. CUA now also serves employees of Fulton County, Atlanta Public Schools, and several other select employer groups, and the community at large through our connection with the Getting Ahead Association. A member of Inclusiv (formerly the National Federation of Community Development Credit Unions) and certified as a Community Development Financial Institution (CDFI) and a Minority Depository Institution, the credit union is poised to branch out into the larger community it serves to provide the products and services its members need to help reach their financial goals. With over \$85 million in assets, the credit union has two locations in the downtown Atlanta area.

Credit Union of Atlanta is situated in the heart of the West End, Pittsburgh, Adair Park, Mechanicsville, Ashview Heights, Castleberry Hill, and Governmental District sections of Atlanta, and is positioned to become a key provider of financial services to this growing hub of residential and commercial life and the surrounding communities.

### Essential Functions:

- Reconciles Corporate Credit Union, download daily history, and make entries. Promptly researches and resolves discrepancies.
- Reconciles official checks, downloading reports to upload to Accounting Suite to create outstanding list.
- Reconciles and reviews the Credit Union's daily cash letters. Promptly researches and resolves discrepancies.
- Reviews members' debit card activity daily and balances the related suspense account. Promptly researches and resolves discrepancies.
- Downloads reports and posts daily credit card settlement entries to the General Ledger and reconciles daily. Promptly researches and resolves discrepancies.
- Responsible for Daily cash management of Corporate Credit Union accounts.
- Provides accounting support for operations including researching and resolving frontline balancing discrepancies when unable to be resolved at the branch level.
- Reconciles assigned suspense accounts and promptly follows up on outstanding items.
- Assist as needed in the wire process, create internal / mortgage wires to be processed.
- Monitors member tax withholdings and makes timely deposits to the IRS for amounts due.
- Reports credit life and disability payments to CUNA Mutual Group.

- Assist in the Accounts Payable process, review invoices input into A/P system for g/l offsets and manager approvals. Approve invoices for check printing / print checks if needed.
- Prepares various variance analyses as assigned or when needed to understand a problem. Participates in the month-end variance review against budget, prior month, and prior year. Assesses variances at the account level when performing reconciliations.
- Reports to Management as necessary regarding accounting entries, reports, and analysis.
- Prepares journal entries and balances work in other accounting areas as assigned.
- Performs such other duties as may be required from time to time for the overall management and operation of the Credit Union.
- Serves as the primary backup for the Controller, Accounting and Finance's critical duties.
- Serves as backup for other accounting / back-office staff as directed by management.
- Archives Credit Union records as assigned.
- Assists with month-end closing procedures as assigned.
- Contributes to preparation of the Credit Union's annual budget.
- Assists with preparation of quarterly reports to external supervisory agencies.
- Attend staff meetings, training sessions as required

#### **Education and Qualifications**

- Associate or Bachelor's degree in a related field
- Two to three years or more of accounting and/or financial experience within a financial institution preferably within a credit union or bank
- Equivalent work experience may be substituted for education requirement

#### **Required Skills**

- Requires a proficient working knowledge of accrual accounting and generally accepted accounting principles
- Proficiency in current version of Microsoft Office Suite
- Quick learner of software - for use of Credit Union or other computer-based accounting systems
- Team builder within staff
- Excellent written and oral communication skills
- Good organizational and time management skills with the ability to manage and prioritize multiple tasks while under strict deadlines and constant interruptions
- Ability to think analytically and consider the facts, rules, policies, and procedures
- Detail-oriented

Please submit the following for consideration: (1) cover letter, (2) resume and (3) salary history and requirements to [lmiles@cuatlanta.org](mailto:lmiles@cuatlanta.org).

**Incomplete submissions will not be considered.**

**Credit Union of Atlanta is an Equal Opportunity Employer. M/H/D/V**