

<b>Job Title</b>	Accounting Specialist
<b>Short Description</b>	To support the financial management and operations of the credit union through maintenance of accounting records and reports. Performs accounting duties in accordance with standard procedures.
<b>Full Description</b>	Verifies accuracy, completeness and consistency of accounting information received. Reconciles bank accounts, posts to and balances general or subsidiary ledgers and compiles segments of monthly closings, monthly and annual reports, etc. Posts daily share drafts and process returned items. Reconciles Visa/Mastercard programs. Performs payroll processing and payroll deduction for members. Contacts other departments and/or outside agencies to resolve common problems.
<b>Education</b>	High School Diploma or GED
<b>Additional Comments</b>	Entry-level position
<b>Credit Union</b>	eCO Credit Union
<b>State</b>	Alabama
<b>Contact Name</b>	Rachel Foster
<b>Email</b>	rfoster@ecocu.org
<b>Phone</b>	205-226-3917
<b>Fax</b>	
<b>Expiration Date</b>	09/01/2021