

Job Title	Accountant II
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, account analysis, and financial modeling.
Full Description	<p>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, account analysis, and financial modeling.</p> <p>Job Duties:</p> <ul style="list-style-type: none"> • Quarterly prepares the Call Report for review by management and files the 2900 Report for submission to the Federal Reserve Bank • Annually prepares the Tangible Tax Return for review by management. • 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"> • Gathers the Profitstar financial model miscellaneous data for the download • Reconciles the Warranty/GAP premiums and submits payment to Cuna Mutual • Sets up and processes credit union prepaid expenses and accruals • Processes the Profitstar financial model download • Processes and reconciles Fixed Assets, Indirect Lending Deferred, and Business Services Deferred fees through our Sage Software module • Reconciles CU Members Mortgage general ledger account • Prepares charge off reconciliation and sends to management • Prepares the Asset Liability Management Profitstar validation • Prepares financial reports for management • Prepares daily bank reconciliations for Federal Reserve Bank, Compass Bank, Corporate America and Servis First and other correspondent relationships that may be opened. <p>Reconciles and maintain other various general ledger accounts by assignment.</p> <ul style="list-style-type: none"> • Assist with profitability models, including product and organizational models including monthly downloads and setup. • Assists with gathering information for various audits. • Backup to the Accountant I position. • Backup to the Accounts Payable position. • Assists with implementing and maintaining internal financial controls and

procedures.

Other responsibilities:

- 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, the State of Florida and any applicable State laws for financial centers located in other States.
- Complies with Reg E, BSA, OFAC and CIP requirements such as reporting suspicious or unusual activity to manager.
- Fully supports in actions and words First Commerce's Vision, Mission, Core Values and Service Standards
- Attends meetings timely and as required; reports to work as scheduled and adheres to First Commerce's dress code
- Performs other duties as assigned.

REQUIREMENTS:

EDUCATION: Bachelor of Science degree in Accounting, Business or Finance is preferred.

EXPERIENCE: 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.

SKILLS:

A strong understanding of the principles of accounting and possesses 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 multitask is an asset. Excellent follow-up and tracking skills is a must.

Education	EDUCATION: Bachelor of Science degree in Accounting, Business or Finance is preferred.
Additional Comments	
Credit Union	First Commerce Credit Union
State	Florida
Contact Name	Leah Lacayo
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Fax	
Expiration Date	12/01/2020