

FLORIDA STATE UNIVERSITY CREDIT UNION
Job Description

TITLE: Staff Accountant I
DEPARTMENT: Accounting
DATE: June 1999
REVISED DATE: August 2022

CLASSIFICATION: Non-Exempt
REPORTS TO: Accounting Director
SUPERVISES: N/A
SALARY GRADE: 9

General Summary

Performs tasks necessary to balance and update general ledger & subsidiary accounts and manages other accounting related duties. Prepares various accounting reports as needed and assists the Accounting Director and EVP/CFO.

Essential Functions

1. Maintain the Credit Union's investment portfolio.
2. Reconcile Participation Loan Interest and research discrepancies.
3. Create reports and build the monthly packet for the Board of Directors.
4. Review and approve outgoing wires.
5. Support the Accounting Director in creating the quarterly Call Report.
6. Generate the Tangible Personal Property Reports annually.
7. Assist with preparing for, and monthly reporting requirements of, CECL.
8. Evaluate the financials for various vendor relationships.
9. Monitor and post corporate credit card transactions.
10. Review and post quarter-end financial transactions.
11. Resolve Accounting questions/problems from Members and Staff.
12. Review and approve departmental invoices.
13. Post general ledger entries.
14. Perform a variety of activities necessary to assist in maintaining the financial, statistical, and accounting records of the Credit Union.
15. Assist other members of accounting staff as needed.
16. Maintain working knowledge of various accounting software programs.
17. Process Accounts Payable on behalf of the credit union.
18. Assist with compiling information/data for CPA audits

NOTE: The list of essential functions is not exhaustive. It may be supplemented as necessary from time to time.

Additional Functions and/or Serve in a Backup Role

1. Balance ACH, Bonds, Share Draft, and Deposits in Transit to general ledger.
2. Support the Accounting Director with Unclaimed Property.
3. Process Share Draft and ACH daily edit and post exceptions, including returns.
4. Assist with performing necessary tasks, including but not limited to ACH, Share Draft, Moneygram, and Mobile Check Deposits, during the holidays.

Job Specifications

1. Work requires extensive knowledge of Generally Accepted Accounting Principles (GAAP) as well as knowledge of Credit Union policies and procedures and the Credit Union movement.

2. These characteristics are normally acquired through completion of a high school education plus education equivalent to two years of college or an associate degree. At least three years of experience in similar or related position, or an accounting degree is required.
3. Intermediate mathematical skills required (calculations and concepts involving decimals, percentages, fractions, etc.).
4. This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, printers, filing cabinets and fax machines.
5. This position requires manual dexterity, the ability to lift files and open filing cabinets. Should be able to lift full boxes of work. This position requires sitting, and some bending, stooping or standing as necessary.
6. Supervisory capacity and skills desired, as position may evolve into a supervisory role.

EEO Statement

Florida State University Credit Union provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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