

Position Opening - Accountant

The full-time position will be based in our PC Main office and report to the EVP/CFO.

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JOB DESCRIPTION:

Hello Credit Union is looking for an **Accountant** to work Full Time in our Panama City Main Office. The role is responsible for performing general accounting and finance duties of the credit union, including:

- General Ledger accounting
- Fixed Asset accounting
- Account reconciliation
- Investment Securities accounting
- Accounts Payable posting and balancing
- ACH posting / balancing
- Posting incoming wires
- Balancing corporate funding accounts
- Complying with applicable banking and accounting regulations (GAAP)
- Auditing branch cash / GLs

Benefits Include

- PTO
- Healthcare
- 401k with match of 5%
- Short- and Long-Term Disability
- Paid holidays

Qualifications

- Bachelor's degree in accounting is preferred
- Minimum of 5 years of experience as a staff accountant
- Working knowledge of accounting and banking environment
- Punctual, reliable and strong communication skills
- Knowledge of Microsoft Office (Excel, Outlook, Word, etc.)
- Able to work in a team and produce quality output under tight deadlines
- Strong verbal and oral communication skills
- Self-motivated and strong analytical skills
- Attention to detail, prioritization skill and time management
- Quick learner with a positive attitude
- Team oriented, attentive to detail, good analytical skills
- Detail and deadline-oriented