

## **PINNACLE CREDIT UNION**

**Title: Staff Accountant**

**Report to: VP of Accounting**

**Location: 536 North Ave NE, Atlanta, GA 30308**



### ***Purpose***

Perform daily, weekly, and monthly tasks necessary to balance and update the general ledger and subsidiary accounts. Perform job duties and responsibilities in compliance with credit union policies and procedures.

### ***Education and Experience***

- Knowledge of accounting concepts and procedures
- Two to three years previous accounting preferred
- Two to three years banking or credit union experience
- Bachelor's degree or higher

### ***Required Skills***

- Capacity to handle multiple assignments with minimal supervision
- Ability to meet deadlines
- Strong organizational skills
- Ability to exercise discretion and maintain confidentiality
- Ability to learn quickly and effectively
- Strong computer skills including Microsoft Office

### ***Duties and Responsibilities***

1. Completes accounting functions in accordance with policies and procedures.
2. Prepares journal entries, analyses, and account reconciliations and assisting with monthly close processes.
3. Balance and reconcile assigned general ledger accounts daily, weekly, and monthly as required.
4. Research discrepancies in the general ledger.
5. Performing monthly balance sheet reconciliations.
6. Reconcile shared branching, plastic, and corporate account daily.
7. Responsible for accounts payables and posting payroll.
8. Responding to information requests, reviewing financial statements, and assisting with audits.
9. Ensuring compliance with GAAP.

10. Assists in developing and documenting business processes and accounting policies to maintain and strengthen internal controls.
11. Assists VP of Accounting in preparing working papers for annual Opinion, State, and NCUA audits.
12. Assisting the VP of Accounting as needed.

If you are interested, please email your resume to David Rees at [DavidR@pinnaclecu.org](mailto:DavidR@pinnaclecu.org).