

General Information

- Credit Union Name: Robins Financial Credit Union
- Job Title: Accounting Manager
- Location: Robins Financial Credit Union 803 Watson Blvd, Warner Robins, GA, 31093
- Employee Type: Full Time
- Minimum Experience: 6 Years
- Required Degree: 4 Year Degree
- Manage Others: Yes
- Apply Here: <https://www.robinsfcu.org/careers>

Job Title: Accounting Manager

The Challenge:

The Accounting Manager is responsible for planning, leading, and overseeing the daily operations of the Accounting department. The role involves ensuring the integrity and accuracy of financial data, optimizing departmental efficiency, and ensuring compliance with relevant laws and regulations.

What You'll Do:

Team Leadership:

- Supervise and mentor staff to maximize productivity, efficiency, and team potential.
- Conduct hiring, provide job direction, monitor performance, offer coaching and training, and ensure compliance with regulatory requirements.

Financial Reporting:

- Provide guidance and oversight for the treatment of General Ledger (GL) entries in accordance with policy and procedure.
- Oversee the monthly general ledger closing and ensure timely reconciliations.
- Ensure the completion of monthly mortgage investor reporting, payments, and reconciliations by specified deadlines.
- Oversee indirect dealer reserve payments, chargebacks, and corrections.
- Oversee the compilation and distribution of various month-end reports to external users.

Review and Approve Files Related To:

- Accounts Payable
- ACH GL/Settlement Account
- Accruals
- Fixed Assets

Compliance and Risk Management:

- Represent the Accounting department to external auditors, NCUA examiners, and GA State Banking regulators.
- Implement and maintain effective internal controls to safeguard the credit union's assets.
- Responsible for the maintenance and integrity of data in financial systems, identifying opportunities for process streamlining, and overseeing the implementation of financial software systems.
- Stay informed about changes in accounting standards, regulations, legislation, best practices, and economic fluctuations, while evaluating the impact to the organization.

Additional Duties:

- Reconcile share charge-offs and recoveries and report to management.

- Manage purchased participation loan payment entries, reconciliations, and tracking of delinquencies.
- Monitor FHLB and Corporate Credit Union account balances and update signature cards/user access as needed.
- Maintain/update Accounting-related Letter Files within Symitar.
- Oversee and approve Accounting Department documents on the intranet.
- Complete projects assigned by the AVP of Accounting & Finance and CFO.

What You Need To Succeed:

Job Education and Experience Required:

- BS/BA college degree in an Accounting related discipline (Accounting, Finance, or Economics). If no degree, 5 years relevant work experience.
- 6 years progressive experience in accounting field
- 3 years management experience

Knowledge and Job Performance Requirements:

- Knowledge of NCUA and GA State Banking regulations
- Knowledge of GAAP and FASB pronouncements
- Knowledge of and ability to understand complex rules, regulations, and laws including IRS regulations
- Advanced computer and technology related skills (MS Word & Excel)
- Excellent analytical and problems solving skills

What You Can Expect:

- We believe in diversity, equity and inclusion in the workplace; accordingly, we welcome applications for employment from all qualified candidates, regardless of race, color, gender, national origin, religion, age, sexual orientation, gender identity, gender expression, genetic information, individuals with disabilities, pregnancy, marital status, status as a protected veteran or any other status protected by applicable law.

Benefits and Perks

Employer-Paid Benefits:

- Health Insurance (only employee premium paid)
- Short and Long Term Disability
- Life Insurance and AD&D

Benefits:

- Dental & Vision Insurance
- Health Care and Dependent Care Flex Spending Accounts
- 401K Plan with match (based on length of employment)

Perks:

- Generous paid time off- Earn over 3 weeks of PTO during your first year of employment
- Holidays- 11 observed holidays in addition to paid time off
- Tuition reimbursement- Up to \$5000 per year
- Performance based Incentive program