

JOB POSTING

We have a position open for a full time Accounting Clerk. Attached is the job description. If you are interested in the position submit a resume including any qualifications you may have to Tina no later than Friday August 5th.



First Community Credit Union

Job Title:	Accounting Clerk	Reports To:	Lead Accountant
Department:	Accounting	Desc No:	925
Date:	04/2022	Last Revised:	

GENERAL SUMMARY

Primary Responsibilities:

1. Model a high energy, world-class service and sales culture within the branch and credit union.
2. Responsible for assisting members with general account information, daily transactions and online support.
3. Assist Senior Management in day to day operations.

Primary Qualifications: Passionate and enthusiastic; possess world class service and leadership skills; strong knowledge and understanding of FCCU products and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Live the First Community Credit Union Mission, Vision and Values within the organization and our communities.
2. Perform a variety of activities to assist the manager in maintaining the financial, statistical and accounting records of the Credit Union.
3. Assist in branch services and operations as needed to serve our members.
4. Instill an energetic, world-class service and sales culture that continually strives to improve the way we serve our members.
5. Maintain FED Line by wiring money to/from Federal Reserve, verifying both incoming/ outgoing wires. Post/withdraw funds to members or make necessary general ledger entry.
6. Monitor and administer exception items for member checking accounts.
7. Assist examiners with their examinations. Make available information necessary to complete their examination. Answer questions they have concerning the credit union. Respond to the examiners findings and recommendations.
8. Attend seminars and training sessions to maintain knowledge of regulations, requirements and laws as they pertain to the credit union, and follow through on compliance.
9. Maintain working knowledge of various account software programs.
10. Prepare and make error corrections for general ledger.
11. Assist members with online banking, e-statements and bill pay.
12. Order debit cards.
13. Run reports and balance of daily teller work.
14. Complete accounts payable weekly.
15. Process return items.

16. Handle debit card disputes.
17. Review debit card transactions with members on a daily basis and assist with fraud cases.
18. Backup for credit card transactions.
19. Process outgoing/incoming wires.
20. General Ledger reconciliations.
21. Follow all state and federal laws and regulations.
22. Assist in promoting a positive credit union image during working and non-working hours.
23. Perform other duties and responsibilities as assigned or deemed necessary in order to meet the credit union's goals and objectives.

Required Knowledge, Skills, and Abilities:

1. Passionate and enthusiastic.
2. World-class service skills.
3. Intermediate knowledge of credit union products; services; policies and procedures.
4. Strong sales and sales coaching skills.
5. Knowledge of federal and state regulations relating to credit union operations management.
6. Knowledge of Microsoft Office applications.
7. Knowledge of intermediate math (calculations and concepts involving decimals, percentages, fractions, etc.)
8. Availability to work weekends and extended hours, as needed.
9. Outgoing personality, with the ability to ask for new business and capable of making outbound phone calls.
10. Works well with others and follows directions
11. Able to work independently
12. Detail oriented.

Education and Experience:

We prefer that his position have degree in Accounting or four (4) years experience in financial accounting.

Employees must comply with government and other regulations affecting the credit union industry including but not limited to the Bank Secrecy Act and The USA Patriot Act.

Working Conditions:

Normal office working conditions with the absence of disagreeable elements.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.