

Job Posting



FLSA: Non-Exempt

Open Position: Accounting Specialist II
Location: Main Branch {3030 S. Adrian Hwy, Adrian MI 49221}

Submit a Resume to hr@tlccu.org

Wage Range \$14.50 - \$ 21.80 per hour-Based on Skills, background, and knowledge

SUMMARY:

Responsible for performing a variety of accounting duties according to existing procedures, methods and systems. Requires good mathematical skills, accuracy and basic knowledge of bookkeeping for use in maintaining accounting records. Communicate with members effectively to represent the credit union in a positive and professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Verifies and posts details of transactions, such as funds received and disbursed, to subsidiary accounts including: Balances ATMs and processes reports to the CU general ledger accounts.
- Performs all necessary account, bank and other reconciliations. Analyze GL accounts for accuracy.
- Responds to member inquiry regarding resolving account discrepancies, balancing and reconciling.
- Operates computer/CRT terminal to accurately post transactions, access account information, balance transactions, and generally update member account and general ledger transactions and information.
- Prepare, submit and post Payroll, verify taxes and other deductions.
- Performs such other accounting functions that might be needed and assist others to accomplish tasks and work assignments.
- Balance previous days settlements from the general ledger including remittance of money orders and corporate checks.
- ACH knowledge to perform as needed from time to time.
- Posts returned checks and able to make decisions regarding return or resubmit.
- Back up to other Accounting Clerks within Accounting Department
- Find and use accounting data to resolve accounting problems and discrepancies.
- Performs such other duties as might be assigned by the Supervisor.

Under general supervision, performs a variety of accounting clerical duties according to existing procedures, methods and systems. Receives, sorts, and proofs accounting documents, posts appropriate entries to ledger accounts, and performs other accounting and clerical duties. Requires good mathematical skills, accuracy and basic knowledge of bookkeeping for use in maintaining accounting records by performing the following duties.

SUPERVISORY RESPONSIBILITIES:

None.

PERFORMANCE STANDARDS:

All accounting functions and records maintained in a timely and orderly manner in accordance with prescribed standards. Exception items attended to promptly, corrected and posted daily. All transactions performed correctly and documented as appropriate to nature of transaction
Prepares and balances all assigned activity on a daily basis. Records kept must be accurate and well documented for internal/external audit purposes. Professional appearance.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma plus 2-4 years of experience or training, Associate's degree in Accounting a plus. MS office and knowledge of accounting software. Thorough knowledge of credit union computer system for performing input/output. Knowledge of generally accepted accounting and bookkeeping principles and procedures.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to members, supervisor, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

No requirement.

OTHER SKILLS and ABILITIES:

Ability to operate CRT to access TLC's accounting system and network software. Basic input, output, error correction, general ledger account structure knowledge essential. Ability to operate a personal computer to perform simple accounting tasks such as account reconciliation, access the Federal Reserve Account and the Corporate Credit Union account. Some spreadsheet application knowledge desirable, but not essential.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MENTAL DEMANDS:

The mental characteristics necessary to competently perform this job include the need to occasionally use some spatial perceptions, and continuously use resourcefulness, problem solving, judgement, and reasoning in performing the duties required.