

Job Posting



FLSA: Exempt

Open Position: Senior Accountant
Location: Main Branch {3030 S. Adrian Hwy, Adrian MI 49221}

Submit a Resume to hr@tlccu.org

Wage Range \$40,047.48 - \$60,071.22 Salary Based on Skills, background and knowledge

SUMMARY:

Responsible for performing a variety of accounting duties according to existing procedures, methods, and systems. Receives, sorts, proofs, and reconciles accounting documents, posts appropriate entries to ledger accounts, and performs other accounting duties. Responsible for serving as a team leader and able to provide assistance to co-workers as needed.

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. Able to analyze and ensure accuracy on most aspects of the department.
- Responds to member inquiries 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 journal entries. Daily and/or monthly reconciliation of general ledger accounts.
- Performs such other accounting functions that might be needed and assist others to accomplish tasks and work assignments. Detail oriented and able to use accounting data to resolve accounting problems and discrepancies.
- Functions as administrator for various accounting related systems and sites. Adds and deletes users, updates general ledger accounts, maintains system access.
- Understands ACH transactions, rules, regulations, and the Credit Union process in handling these transactions, able to assist and backup as needed.
- Able to perform payroll functions as needed, and oversee timecards.
- Serves as back up to other Accounting Clerks within Accounting Department.
- Maintains a high priority on being available to members/co-workers by being at workstation as assigned and during business hours.
- All other items assigned and deemed necessary by Management.

SUPERVISORY RESPONSIBILITIES:

None

PERFORMANCE STANDARDS:

- Ensures exceptional member service.
- Accurately and efficiently process transactions.

- Records and maintains in a timely and orderly manner, all accounting functions in accordance with prescribed standards.
- Reviews exception items, corrects, and posts daily.
- All transactions performed correctly and documented as appropriate to nature of transaction.
- Prepares and balances all assigned activity on a daily basis.
- Maintains records accurately and well documented for internal/external audit purposes.
- Adheres to Credit Union policies and procedures.

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:

- Requires Bachelor's Degree in Accounting, Business, or equivalent experience.
- Requires three to five years of experience or training, or equivalent of experience and training.
- Requires knowledge of general ledger system and bookkeeping skills.
- Requires strong interpersonal and verbal communication skills.
- Requires strong written communication skills.
- Requires the ability to type accurately and operate a data entry terminal.
- Requires basic knowledge of Microsoft Word and Excel.

COMMUNICATION SKILLS:

- Ability to write routine correspondence.
- Ability to read and interpret documents.
- Ability to speak professionally and effectively with members, potential members, and other employees of organization.

CERTIFICATES, LICENSES, REGISTRATIONS:

No requirement.

OTHER SKILLS and ABILITIES:

- Flexible with an ability to work in a team environment assisting other co-workers as required.
- Ability to take on additional tasks and duties as assigned.
- Ability to operate general office machines and equipment such as typewriter, photocopier, fax machine, computers, and telephones.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.

WORKING CONDITIONS:

Branch-based. Work conditions include standing, lifting, bending, stooping, and reaching.