



**ASSEMBLIES OF GOD CREDIT UNION
JOB DESCRIPTION**

TITLE:	Accounting Specialist	CLASSIFICATION:	Non-Exempt
DEPARTMENT:	Accounting	REPORTS TO:	Vice President of Accounting
DATE:	November 2016	SUPERVISES:	N/A

General Summary

The Accounting Specialist will perform a wide variety of routine accounting related functions following detailed and standardized procedures.

Essential Functions

Work with the employees in your division/department as a team to effectively and efficiently to

- Perform a wide variety of routine accounting related functions and activities to assist with maintaining the financial, statistical and accounting records of the Credit Union.
- Maintain a high level of confidentiality relative to any information, received directly or indirectly, at all times.
- Check deposits from previous day, balance and upload files.
- Balance and verify general ledger accounts daily, preparing accounting entries as needed.
- Responsible for researching and resolution of member account discrepancies.
- Respond to member inquiries through research and subsequent account adjustment.
- Origination and processing of incoming ACH transactions daily, including daily return files, origination files and same day ACH files.
- Ensure that all transactions and processes are performed efficiently, accurately and in a professional manner.
- Support month-end and year-end close processes to include preparation and posting of journal entries.
- Independently research and answer any and all reconciling issues.
- Reconcile bank and other statements.

Duties & Responsibilities

- Cross-train in all accounting functions so as to provide backup in areas that are not primary duties. This would include, but is not limited to, ACH, Share Drafts, Accounts Payable,

- reporting, GL, etc.
- Work independently and as a team member while making recommendations and using sound judgment.
- Process and balance daily draft clearings.
- Process and balance daily bill pay transactions.
- Balance and maintain outstanding cashier's checks and money orders.
- Prepare accounts payable checks after receiving proper authorization from Accounting management and department approval. Verify and maintain accurate accounts payable records, maintaining documentation for all invoice approval limits and / or authorities and respond timely to all email requests.
- Gather information and assist with audits as needed.
- Process corporate card statements and employee expense reimbursements.
- Verify completion of accurate payroll forms and maintain up-to-date records of payroll transactions for the other institutions we serve (Headquarters, HAS, AGWM).
- Prepare AGWM Special Missionary Distributions and communicate with financial specialists regarding account inquiries.
- Prepare or assist in preparation of accounting reports as needed.
- Process returning NSF's and shared branch NSF's.
- Post interest checks.
- Shared branch balancing.
- Provide back-up to the IRA function as needed. Includes assisting with processing and uploading liquidation letters, processing transfer requests, address updates, etc.
- Scanning of various documents.
- Contribute to effective department and credit union operations by performing other duties as assigned by management.

Education & Experience

- High School diploma or equivalent required.
- Associates degree in accounting is recommended.
- Demonstrated knowledge of basic accounting principles.
- A minimum of 1 year of directly related accounting experience is required.
- A minimum of 1 year of financial institution experience is required. Prefer financial experience in an accounting or related function.
- Symitar experience is highly preferred.

Skills

- Able to gather and analyze complex information using logical thought and sound judgement
- Highly organized
- Analytical and logical
- Highly accurate and detailed
- Intermediate to advanced user of Microsoft Office
- Ability to prioritize work assignments and complete them in an efficient and timely manner

- Must be able to see, speak, hear, write and read English

Qualities & Characteristics:

- Team player
- Self-Starter
- Punctual and reliable
- Exceptional interpersonal skills
- High level of motivation
- Positive attitude
- Adapt to change easily / flexible and open-minded
- Eager to learn and take on new challenges
- Take direction well

Physical Demands & Work Environment:

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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually moderately quiet. Regular work environment is a climate controlled office environment.

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Note: When duties and responsibilities change or requirements change or develop, the job description will be reviewed and updated as soon as is practical. Job duties and responsibilities are subject to change at any time due to business necessity and changing business needs / requirements.

AGCU is an Equal Opportunity Employer. We offer a competitive compensation and benefit package, including the following:

- PPO Health Insurance
- Life Insurance in the amount of 2x your base annual wage (paid by AGCU)
- Supplemental Life Insurance
- Short & Long Term Disability Insurance (paid by AGCU)
- Dental Insurance
- Vision Insurance
- Employee Assistance Program (paid by AGCU)
- 403b Retirement Plan with 100% match up to 6% after 1 year of employment