

Westby Co-op Credit Union

Position: Accounting Specialist

Status: Full-Time

Reports To: Chief Financial Officer

Date: January 26th, 2017

Position Summary:

The accounting specialist follows detailed and standardized procedures in performing routine accounting clerical operations and performs a variety of support duties related to the accounting function within Credit Union.

Principal Duties & Responsibilities:

- Prepare accounts payable checks after receiving proper authorization.
- Verify daily totals of check vouchers, receipts, off-line items, and journals.
- Balance data received from tellers in all branches; total checks; and verify accuracy of electronic deposit (Check 21) on a daily basis.
- Negotiate and research contracts with vendors. Handle vendor calls.
- Work directly with the Federal Reserve on check discrepancies and adjustments.
- Perform a variety of activities necessary to assist the supervisor in maintaining the financial, statistical, and accounting records of Credit Union.
- Post some general ledger entries and be responsible for balancing individual ledger accounts.
- Investment and mortgage accounting.
- Annually prepare and file 1099 miscellaneous reports.
- Maintain working knowledge of various accounting software programs.
- Government Reporting, balancing corporate credit cards.

Work Relationships:

Report directly to the Chief Financial Officer. Will have regular contact with members and employees of the accounting department and back office staff. Will also work with staff members from various other departments of the Credit Union as well as credit union members.

Performance Dimensions:

- Provide outstanding service to members and thoroughly understand relevant issues and the administrative processes involved in choosing a proper course of action.
- Ability to attend to numerous details with frequent interruptions under the stress of maintaining courteous, effective, and timely relations with a variety of individuals and personalities while keeping the accounting duties assigned a priority
- Promotes quality, accuracy, timeliness, reliability, and thoroughness of work performed.
- Is punctual, flexible, reliable, and demonstrates a friendly and helpful attitude.
- Possess ability to gain the trust and respect of members, management, employees, and outside business contacts while maintaining a positive, professional working relationship
- Enhances job growth through continuing education, as required or necessary.

Knowledge, Skills, and Abilities:

Education/Experience Requirements:

- Experience in accounting or a related field required.
- Ability to work accurately with figures and ability to perform detailed work.
- Experience working with basic accounting principles required.
- Ability to operate a variety of office equipment required (10-key, personal computer).
- Intermediate mathematical skills required (calculations and concepts involving decimals, percentages, fractions, etc.).

Skills and Abilities:

- Excellent communications skills and proven effectiveness when working with members and staff. Also work in a courteous, respectful and efficient manner.
- Skillful listening, comprehension, and speaking ability to quickly decipher the needs of members and relate the pertinent information requested.
- Proficient operation of a variety of general office equipment such as PC, software applications, typewriter, copier, calculator, telephone, copy machine, fax machine and other similar devices or programs related to the position.
- Ability to present ideas, report facts and other information clearly and concisely.
- Comprehend consequences of various situations and refer them to the appropriate staff for resolution.
- Manage personal work flow, incoming calls, process transactions correctly and meet deadlines by being organized, detailed and task-oriented.
- Ability to meet attendance standards and work overtime hours as requested and approved.
- Ability to understand and follow safety/security practices.

Working Conditions:

Job Conditions/Work Location: Work is performed in an office environment. Hours of work will be during regular business hours and average approximately 40 hours per week. There will be some variation in work hours due to hours of operation, scheduling for early/ late shifts, special projects, meetings, and other concerns. Occasional out-of-town and overnight business travel may be required for education, by air and/or auto.

Hazards: No known hazards; general office setting. In the course of working with members, the employee may encounter abusive, aggressive or unpredicted threatening behavior. Observe safety and security practices at all times.

Physical Requirements: Requires the ability to sit for extended periods of time to process transactions. Also some standing, walking, climbing, bending, stooping, lifting and carrying of light materials. Also will access files and records. Frequent mental and visual concentration required for computer and phone system.

Acknowledgment: This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by other Management staff. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

Staff Member Signature

Date