

Waterfront Credit Union — Job Description	
Job Title: Senior Accountant	
Department: Accounting	Exempt: Non-Exempt
Employee: TBD	Union Affiliation: Local 8 OPEIU
Reports To: Vice President of Finance	

SUMMARY:

Coordinate and maintain the accounting system that properly reflects the financial position of the credit union. Ensure that reports, accounts, systems, policies, and practices adhere to generally accepted accounting principles (GAAP).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Perform a variety of activities to assist the Vice President in maintaining the financial, statistical, and accounting records of the credit union.
- Assist in the development, implementation, and evaluation of policies and procedures for the Accounting Department. Ensure that the policies and procedures reflect current regulations and that the accounting procedures are in strict compliance with GAAP.
- Responsible for all functions of Accounts Payable and preparing monthly, quarterly, and annual tax filings. Research and provide solutions for discrepancies.
- Responsible for maintaining the Fixed Asset and Prepaid account modules in the core processor.
- Research and identify shared branching, ACH, and draft discrepancies through daily balancing of the general ledger and the corporate credit union reconciliation.
- Assist with the accounting and record keeping of the Investment Portfolio.
- Responsible for preparing and filing the quarterly 5300 NCUA Call Report.
- Responsible for general ledger account reconciliations, analysis of financial accounts, and preparation of journal entries. Complete month-end close and prepare monthly financial reports for the board package.

- Conduct accounting studies, analyses, and special projects as requested by management.
- Responsible for maintaining the Third-Party Vendor Management program.
- Maintain a working knowledge of various software programs.
- Responsible for providing prompt, professional, helpful, knowledgeable, and courteous service to members and co-workers.
- Develop an understanding of the credit union's history and philosophy.
- Additional duties as assigned.

PERFORMANCE STANDARDS:

Must be well organized, self-motivated, display attention to detail, and perform duties with a high degree of accuracy. A cooperative and positive attitude toward members and credit union staff is needed, as well as maintaining a professional appearance and demeanor.

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:

Bachelor's degree in Accounting/Business Administration or equivalent and five years related accounting experience; or equivalent combination of education and experience.

- Minimum 5 years' experience in accounting
- Minimum 2 years' experience in the financial institution industry
- Working knowledge of accounting software and advanced excel functions.
- General knowledge of credit union operations, history, and philosophy.

LANGUAGE SKILLS:

Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write clear and concise correspondence. Ability to effectively present information in one-on-one and group situations to co-workers, management, and regulators/auditors.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or digital form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to focus on details and to prioritize work.

ABILITIES:

- Communicate with tact, discretion, and courtesy within and outside the organization.
- Work independently and effectively handle stress in a high volume and fast-paced environment.
- Manage multiple tasks and priorities.
- Perform complex math calculations.
- Maintain confidentiality.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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, this employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to moderate cold and heat. The noise level in the work environment is usually moderate.

MENTAL DEMANDS:

The mental characteristics necessary to competently perform this job include the occasional need to be persuasive, use good judgment, and the continuous need to use auditory perception, memory, and reasoning ability. This position requires an individual who can multitask, diffuse conflict, and manage stressful situations.