



Position: Accounting Manager

Reports to: President, CEO

Position Purpose: Develop, manage, and maintain reliable accounting information and reporting on income, expenses, assets, liability, and capital for planning and fulfillment of financial reporting requirements. Manage the activities of the accounting department and staff. Ensure that reports, accounts, systems, policies, and practices adhere to generally accepted accounting principles (GAAP) and are in compliance with State and Federal rules and regulations.

Job Responsibilities

- Ensure that the credit union is in compliance with the federal laws and regulations set forth by the National Credit Union Administration and other State and Federal regulatory agencies.
- Manage the financial and accounting functions of the credit union to include: ALM, AP, AR, budgets, general ledger; including month end closing and reconciliations, financial analysis, financial reporting and recordkeeping, investments, payroll and taxes, and the quarterly 5300 NCUA Call Report.
- Develop, implement and evaluate policies and procedures for the accounting department. Ensure that policies and procedures reflect current regulations and that the accounting procedures are in strict compliance with generally accepted accounting principles (GAAP).
- Recommends deposit and loan rates as well as all product fees using competitive and profitability analysis.
- Develop and monitor the budget of the credit union that is consistent with the overall strategic plan.
- Assist with Strategic plan development.
- Assist with the development of investment strategies and manages the investment portfolio.
- Assist with lease negotiations and major purchasing decisions for capital equipment or other capital asset expenditures.
- Manage the commercial property including tenant leases.
- Manage vendor due diligence program.
- Serve as the credit union's liaison with regulatory agency examiners and auditors.
- Through positive leadership, provides direction to the Accounting Department and ensures opportunities for staff development.

PERFORMANCE STANDARDS:

Must be well organized, self-motivated, have attention to detail and performs their duties with a high degree of accuracy. Cooperative and positive attitude toward members and credit union staff. Maintain 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:

B.A. 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
- Preferred CPA license with thorough understanding of General Accepted Accounting Principles (GAAP)
- 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 small 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 diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to focus on details and to prioritize work.

SKILLS:

- Excellent organizational skills.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.

ABILITIES:

- Ability to communicate with tact, discretion, and courtesy within and outside the organization.
- Ability to work independently.
- Ability to handle stress in a high volume and fast-paced environment.
- Ability to manage multiple tasks and priorities.
- Ability to perform complex math calculations.
- Ability to maintain confidentiality.
- Professional appearance and demeanor.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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.

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 talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; 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, and the ability to adjust focus.

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.