

JOB TITLE: ACCOUNTING ASSISTANT

JOB SUMMARY

This is a full-time position. Overall responsibilities include processing files, resolving problems and maintaining control records of actions.

ESSENTIAL FUNCTION

- ACH Receive: Performs all functions related to receipt of ACH transactions, included but not limited to; receiving and uploading files, processing notification of changes and returns. Assist employees and members with ACH questions, research and proper forms for return of unauthorized or stopped ACH transactions.
- Direct Deposit Returns and Adjustments: Processes and investigates Regulation E claims related to ACH transactions. Processes all returns related government benefits; Reclamations, DNE entries.
- ACH Origination: Performs functions related to ACH Origination files from various systems, including but not limited to; receiving daily files, processing notifications of changes and returns.
- Assist ACH Originators with processing and file related questions.
- Process ATM/VDC/MC transaction files and send necessary notices.
- Cash Letter Processing: Collect and image all balanced checks and image receipts.
- Wire Transfer: Primary verification personnel for outgoing wires.
- Accounts Payable
- Assist in process of data retention and destruction of records.
- Maintain credit union investment portfolio.
- Verify transactions to assess for debit card and check fraud.
- Reconcile Credit Union Accounts
- Month-end General Ledger reconciliations.

- Provide assistance to the Head of Accounting or President in the overall operations of the Accounting Department.

OTHER SKILLS AND ABILITIES

- Member Service – To provide members and potential members with the highest quality of service that meets their needs, in a timely, efficient and professional manner.
- Exceptional interpersonal skills. Ability to interact positively with supervisor, co-workers and members especially when in a stressful environment.
- Accuracy and Quality – Ability to achieve a high standard with work processes and outcomes, is able to complete tasks with a concern for all details involved; monitors and checks work for precision, clarity and completeness; produces quality results.
- Ability to display initiative, assume responsibility, make and act upon decisions within the scope of assigned authority.
- Ability to work well under pressure with deadline.

QUALIFICATIONS

- Two-year accounting degree or equivalent experience is required.
- Two years working in finance-related field is preferred.
- Establish priorities, work independently and proceed with objectives under minimal supervision.
- Proficient use of a computer with various software packages, including Microsoft Office.
- Excellent oral and written communication skills are required.