



## **JOB DESCRIPTION: ACCOUNTING SPECIALIST**

CLASSIFICATION: NON-EXEMPT

REPORTS TO: ASSISTANT MANAGER

### **SUMMARY**

The primary responsibilities of an Accounting Specialist include meeting the needs of our members and employees by providing quick and accurate service in a professional manner. This position performs a variety of accounting duties according to established credit union policies and procedures. Posts appropriate entries to ledger accounts, prepares reports and reconciliations; and performs other accounting duties as required. Responsible for providing a variety of functions for members in person, via phone, and through the mail. Serves members and team members promptly and professionally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide high priority to member satisfaction; act in accordance with Health Credit Union's service expectations.
- Report to work on time, as scheduled and abide by Health Credit Union's Personnel Policy concerning attendance.
- Analyze and reconcile all general ledger accounts daily.
- Establish and process prepaid and fixed asset items.
- Reconcile third party processes (ATM, Visa Card, Shared Branching, Bill Payment, etc.).
- Prepare, pay, and file credit union accounts payables.
- Record and balance investment accounts.
- Prepare accurate month-end, quarter-end, and year-end reporting.
- Perform routine member transactions including: deposits, withdrawals, cash advances, loan payments, transfers and check cashing. Sell money orders, cashier's checks, and gift cards. Perform Shared Branching transactions. Accept requests for stop payments, wire transfers, perform file maintenance on accounts, order debit/credit cards and various

other items. Provide members statements and check copies. Provide accurate accounting of transactions by balancing and preparing daily balance sheet.

- Be knowledgeable in Credit Union products and services in order to assist members in meeting their financial needs.
- Performs additional duties as assigned.

### **EDUCATION/EXPERIENCE REQUIREMENTS**

Highschool diploma or equivalent. Two or more years of similar or related experience.

### **ADDITIONAL COMMENTS**

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job.

### **LICENSE OR CERTIFICATE**

Must be bondable.

*Interested candidates should email their resume to [jdavis@healthcu.com](mailto:jdavis@healthcu.com).*

*Health Credit Union is committed to all moral and legal requisites of equal employment opportunity. Therefore, qualified applicants for employment shall receive consideration without discrimination, regardless of their sex, marital status/civil union domestic partner status, race, color, religion, national origin, age, sexual orientation, gender identity or expression, political ideology, physical or mental disability, veteran status, or because he or she is a disabled veteran, except where a bona fide occupational qualification exists, or any other protected activity or status. Health Credit Union is an Equal Opportunity Employer.*