**Deepwater Industries Federal Credit Union**

**Job Title: Staff Accountant**

**FSLA Status: Salaried Non-Exempt**

**EEO Job Category: Professional Upper**

**Reports To: Chief Financial Officer**

Perform tasks necessary to balance and update general ledger and subsidiary accounts, maintain and reconcile daily cash account, and other accounting related duties. Work is performed with minimal supervision and requires professionalism, discretion and confidentiality. Will work in conjunction with the accounting team to assure required timelines are met.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Using General Accepted Accounting Principles, will prepare and enter daily and monthly business transactions to the general ledger and other tracking systems in support of credit union operations. This includes various off system-based products and programs.
* Analyze and reconcile general ledger for various accounts as assigned on a daily and monthly basis.
* Set up and run all prepaid and fixed asset items in the depreciation program.
* Post and reconcile subsidiary records for accrued investment income.
* Manage Accounts payable, by ensuring timely payment of outstanding invoices, confirming validity of the debt and approval from the CFO.
* Review daily cash balance thru Corporate Credit Union and Reconcile the Corporate Credit Union Statement and any other Cash Statements monthly.
* Assist CFO with the preparation of Monthly, Quarterly, and Annual Financial Reports and other related Financial Reports, such as ALM, Budget, and Credit Migration, for Upper Management and Board of Directors. This includes analyzing the Reports for variances and discrepancies.
* Responsible for Annual filing of the NJ-W-3 Reconciliation Report and the Annual 945 Return of Withheld Federal Income Tax Report.
* Maintain Member Dormant Account Spreadsheet with correlating General Ledger Account and Prepare and File the Annual Unclaimed Property Report.
* Organize and prepare documentation for NCUA and external auditors.
* Backup the Junior Accountant.
* Attend meetings and trainings to stay well informed of current accounting regulations and recommend changes

**SUPERVISORY RESPONSIBILITIES:** None

**PERFORMANCE STANDARDS:**

Prepares and balances all assigned activities on a daily basis. Records kept are accurate and well documented for internal/external audit purposes. Must have the ability to collect data,

analyze the data, and come up with effective solutions. Maintains a professional attitude toward

accounting and upholds a professional appearance while interacting within the credit union.

**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:**

A college degree in Accounting, Finance or related field with three to five years’ experience. Must have experience with general ledger accounting, strong analysis skills, intermediate to advanced Excel skills, balancing commercial bank statements, and cost accounting principles. Prefer prior Credit Union or Financial Industry accounting experience. Related work experience may substitute for education or may consider an equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read, analyze, interpret complex data, and understand detailed instructions. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information in one-on-one and small group situations.

**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. Proficiency with a

10-key calculator is also required.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to analyze and resolve problems with minimal information that often have multiple concrete variables in standardized and/or non-routine situations. Ability to use data to infer and identify problems and make recommendations to correct.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None required. Must pass applicable job requirements within first six months of employment.

**OTHER SKILLS and ABILITIES:**

Ability to operate software specific to the credit union's accounting system and member account information. Basic input, output, error correction, general ledger account structure knowledge essential to be able to perform the job.

Ability to operate a personal computer to perform routine accounting tasks such as account reconciliation, balance inquiries and record updates. Proven experience working with spreadsheet and data with an intermediate to advanced knowledge of Excel. The ability to use data and information to make effective decisions.

**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 use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is often required to stand, walk, talk, and hear.

The employee occasionally is required to stoop, crouch and kneel. The employee must occasionally lift and/or move up to 50 pounds.

**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.

The noise level in the work environment is usually moderate.