

**Accounting Analyst**  
**City & County Credit Union**

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**Classification:** Non-exempt

**Reports to:** Accounting Manager

**Review Date:** November, 2018

**JOB DESCRIPTION**

The Accounting Analyst is responsible for day to day accounting functions for the credit union and monthly duties to be completed as part of the month end close process. Responsible for maintaining accurate financial data in the General Ledger System.

**Essential Functions:**

- Responsible for preparing various daily and monthly general ledger entries and using appropriate judgment to ensure all entries are in accordance with Generally Accepted Accounting Principles (GAAP).
- Responsible for the daily balancing of various suspense accounts.
- Responsible for the preparation of month end reconciliations for various general ledger accounts.
- Responsible for analyzing and compiling financial data used in various management reports.
- Responsible for monitoring daily and monthly cash levels within the credit union's various accounts.
- Responsible for entering fixed assets and prepaid assets into the subsidiary ledger and reconciling related accounts.
- Responsible for reconciling monthly investment activity.
- Responsible for maintenance of Accounts Payable information and managing vendor payment process.
- Responsible for sales & use tax tracking and monthly reporting.
- Responsible for various year-end tax reporting, including 1099-MISC and annual preparation of IRS form 945 for member withholding.
- Responsible for preparation of Federal Reserve 2900 Report of Transaction Accounts, Other Deposits, and Vault Cash.
- Responsible for completing quarterly reporting of uninsured shares to ESI.
- Responsible for preparing and filing the annual Unclaimed Property reports required by the State.
- Responsible for monitoring, managing, problem solving, and improving performance within the accounting process.
- Responsible for documenting and updating assigned procedures on an on-going basis.
- Responsible for assisting with quarterly branch audits (negotiable items excluding cash).
- Assist with the annual year end accounting audit process and various other audits conducted throughout the year (compliance, internal audit).
- Follow Bank Secrecy Act (BSA) policies and procedures as they relate to this position.
- Assist with other Accounting duties, as assigned.

**Competencies & Skills:**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and accounting terminology.
- Proficient in Excel to create and utilize for data tracking and analysis.
- Ability to analyze financial data and prepare financial reports.
- Ability to be flexible and adapt to changing job requirements.
- Promote a favorable image of the Credit Union in contacts with members and employees.
- Ability to contribute positively to a cooperative work environment.
- Excellent communication, customer service and organizational skills.
- Patience and ability to concentrate for long period of time.
- Ability to prioritize responsibility and daily work.
- Understand Credit Union policies and procedures.

**Qualifications:**

- B.S./B.A. in Accounting or related field, preferred.
- Strong PC skills utilizing spreadsheets and word processing.
- Ability to work in a computerized environment.
- Financial institution accounting background a plus.
- Ten key calculator skills required.

**Supervisory Responsibility:** This job has no supervisory responsibilities

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers and phones.

**Physical Demands:**

Continuous sitting. Occasional walking. Occasional standing. Occasional lifting up to 10 pounds. Occasional bending and/or reaching for supplies on ground level. Occasional reaching above shoulder level for supplies overhead. Frequent repetitive use of hands such as simple grasping, twisting/turning of wrists, and finger dexterity to perform various accounting duties such as using a 10 key calculator, keyboarding and entering data into the computer system. Frequent speaking, listen and hearing for interaction with members, staff, and the general public. Occasional clarity of vision at 20 inches or less. Frequent clarity of vision at 20 feet or more.

**Expected Hours of Work:**

Longer hours, evenings and weekend work may be necessary.

**Travel:** This position requires no travel.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.