

**HERSHEY FEDERAL CREDIT UNION  
JOB DESCRIPTION**



<b>POSITION DESCRIPTION:</b>	<b>Accounting Specialist</b>
<b>REPORTING TO:</b>	Accounting Manager
<b>DEPARTMENT:</b>	Accounting
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY RANGE:</b>	<b><i>\$20.00-23.00 (starting, based on experience)</i></b>

**Position Objective**

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Supports the Accounting Manager in the day-to-day finance and accounting functions of the Credit Union.

**Responsibilities**

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1. Reviews, posts and reconciles transactions posted to the corporate clearing account on a daily basis; assists with resolving any discrepancies when necessary.
2. Reconciles the daily teller check and mobile deposit check deposits through the corporate clearing account; assists with resolving any discrepancies, when necessary, or escalating issues.
3. Reconciles cashier checks and money orders; assists with resolving any discrepancies, when necessary.
4. Works with GL accounts; including posting transactions, reconciling, month-end review for errors and fraudulent activity, and resolve discrepancies.
5. Completes the entire life cycle of the Accounts Payable process, including setup of new vendors, review invoice details and supporting documentation, enter transactions, retain records, maintain accurate vendor records, process payments and GL postings, file annual 1099s, and resolve discrepancies. Ensures all invoices are paid accurately and on time. Accounts Payable also includes processing monthly employee mileage reimbursements.
6. Reconciles corporate credit card transactions, ensures appropriate receipts and vouchers for each transaction are on file, sales tax exemption has been applied, pays and posts monthly statement (or more often if needed), and maintains all records.
7. Balances Visa transactions daily by pulling various reports, entering data on spreadsheets, resolving discrepancies, and posting daily settlements.
8. Reconciles ATM GLs daily and posts; assists with discrepancies or escalation.
9. Maintains Cash Flow Report with daily corporate account balances. Transfers funds as needed between accounts and posts related transactions.
10. Processes returned member share drafts, maintains records and sends member correspondence.
11. Tracks loan participation payments sold by pulling daily reports, tracking payments, answering payment questions from other Credit Unions, and sending monthly payment files and payments.
12. Assists with month-end processes and financial statements, coordinates payments and postings

with Accounting team to ensure timely processing of month-end activities. Reconciles GLs monthly.

13. Serves as back-up to other functions within the Accounting Department by learning all daily, monthly, quarterly and annual tasks.
14. Assist with audits and examinations including audit prep documents, questions that arise during audits, gathering needed information during audits, and general departmental support.
15. Assists with all tax reporting, including 945 and 1099s.
16. Assists with tracking investment CDs and interest payments.
17. Assists with all other department-related functions.
18. Ensures all departmental procedures are kept up-to-date; creates and revises procedures.
19. Coordinates the delivery of finance information to other departments, as needed.
20. Proactively seeks efficiencies and process improvements in all aspects of work, and delivers with member service at the forefront.
21. Completes mandatory compliance and other trainings, on time.
22. Maintains a comprehensive knowledge of all related policies, procedures, rules, and regulations applicable for the position, and keeps abreast of any changes.
23. Prevents controllable losses by strict adherence to security, compliance, and fraud & prevention policies and procedures.
24. Adheres to all policies and procedures described in the Employee Handbook and HFCU's Core Values of Service, Commitment, Community and Integrity.
25. Assists with all other duties as required.

## **Qualifications**

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**Education and Experience:** Associate's Degree in Accounting or Finance; or equivalent experience.

**Other:**

- Two years of Accounts Payable experience required.
- Working knowledge of Accounting and Financial Statements. Banking experience a plus.
- Maintains a professional demeanor in appearance, communication, and action.
- Possesses a high level of: interpersonal communication, attention to detail, ownership of work, and ability to work under daily time pressures.
- Well organized, able to work independently, multi-task and move quickly between priorities.
- Maintains confidentiality of all members, employees, and credit union financials.
- Expert knowledge of Microsoft Excel, Word, and Outlook.

**Language Skills:**

Ability to read, analyze, and interpret written communications. Ability to comprehend and respond to common employee questions. Ability to effectively present job-related information to employees.

**Mathematical Skills:**

Intermediate to expert mathematical skills, including but not limited to expertise with calculations, percentages, fractions and decimals.

**Physical Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be available and willing to travel to such locations and with such frequency as the employer determines is necessary or desirable to meet its business needs. Must possess sufficient manual dexterity to skillfully operate standard office equipment including but not limited to: a computer, typewriter, adding machine, facsimile machine, photocopier, and telephone. A telephone device to enhance hearing will be provided if needed. 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 occasionally required to stand; walk, sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or more up to 30 pounds.

Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*Job descriptions are intended to be accurate reflections of those principal job elements essential for making decisions pertaining to compensation. They should not be considered to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position.*