

**HERSHEY FEDERAL CREDIT UNION
JOB DESCRIPTION**



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

Position Objective

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

Responsibilities

1. Work with GL accounts including creating new accounts, posting transactions, reconciling, month-end review for errors and fraudulent activity, and resolve discrepancies.
2. Reviews, posts and reconciles transactions posted to the corporate clearing account on a daily basis; assists with resolving any discrepancies when necessary.
3. Prepares various Financial Reports for review on a monthly basis, with a tight turnaround time. This requires pulling various reports and compiling data in Excel with manual entries while maintaining accuracy.
4. Posts Participation Loan payments; tracks on spreadsheets, maintains electronic records, and coordinates with management as needed on loans.
5. Verifies, saves electronic records and posts transactions for various activities including TruStage, foreign currency, coin counter, Corporate interest payments, 945 tax payment, etc.
6. Coordinates purchase and redemption of investment CDs with Management and Branch Operations, prepares and saves documentation, records interest payments in tracking software, and maintains up-to-date records.
7. Monitors the daily cash on hand at the Corporate Credit Union; transfers funds as necessary.
8. Reviews dormant account reactivation report monthly; sends correspondence as necessary.
9. Monitors, tracks, and reviews Hershey FCU's Fixed Assets, Accruals and Prepaids for accurate reporting.
10. Handles invoicing and recording of accounts receivable transactions.
11. Maintains various subledgers and follows up on outstanding items.
12. Assists with the asset-liability process, including data entry for monthly and quarterly reporting.
13. Assists with the preparation of the quarterly NCUA Call Report and ALCO meeting.
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. Produces monthly and YTD budget variance reports.

16. Performs annual 945 and 1099 reporting.
17. Cross-trained with other Accounting Specialist and serves as primary backup by learning all daily, monthly, quarterly and annual tasks.
18. Ensures all departmental procedures are kept up-to-date; creates and revises procedures.
19. Coordinates the delivery of accounting 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 department-related functions, projects and implementations.

Qualifications

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

Other:

- Two years of Accounting 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.