



## **POLICE FEDERAL CREDIT UNION**

### **Job Posting: Accounting Clerk**

The Police Federal Credit Union, headquartered in the Washington, D.C. metropolitan area, is a full service, not-for-profit financial institution that has been committed to protecting the financial interest of members of the law enforcement community since 1935. Police Federal Credit Union has a workforce that is committed to exceeding expectations and building lasting relationships to help the organization continue steady growth.

We offer an excellent working environment, benefits including health, life and 401(k) benefits with employer match after six (6) months, comparable compensation, and generous vacation leave.

We have an immediate career opportunity for an Accounting Clerk at our Upper Marlboro, MD location. This position is responsible for supporting the financial management and back office operations of the credit union and performs accounting duties of moderate complexity in accordance with standard procedures and under limited supervision.

#### **Additional Knowledge, Skills and Abilities:**

- Maintains accounting records and reports, assist members with their card accounts; control issuing, blocking, or renewal of credit cards/ATM cards/Debit cards.
- Performs supporting administrative tasks within the accounting department including processing mail, posting accounting entries, and assisting others within the department as needed. Performs supporting administrative tasks within the back office department including processing bill payment sign up, e-statement enrollment, and processing overdraft letters.
- Maintains proficiency in Accounting Clerk I duties and responsibilities, and serve as back-up for accounting and back office department positions. Research and resolve problems or questions from members concerning transactions involving their accounts; overdrafts; account closings; transfer of funds; adjustments, etc. Make corrections and refunds on accounts as necessary.
- Answers internal calls and questions from employees regarding accounting and back office department processes and functions.
- Performs other duties as assigned.

**Qualifications:** Incumbent will have a HS diploma, with strong analytical and interpersonal skills. Previous accounting background and experience preferred and MS Office computer software proficiency required.

**Work Site:** Although the central offices for Police FCU are located in Upper Marlboro, employees may be required to report for work at other branch locations on an as needed basis.

For immediate and confidential consideration, qualified candidates should email **cover letter with full name (first, middle, last), current address, resume, and salary requirements** to: [humanresources@policefcu.org](mailto:humanresources@policefcu.org).

**We are proud to be an equal opportunity employer!**

**Website: [www.policefcu.com](http://www.policefcu.com)**