



Police Federal Credit Union

Position Description

Title: Staff Accountant

Reports to: AVP, Accounting and Back Office

FLSA Status: Non-Exempt

Organization Conformance Statement: In the performance of their respective duties and responsibilities all employees are expected to conform to the following:

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and management.
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other departments, employees, customers, members, and management.
- Work effectively as a team contributor on all assignments, and have general knowledge of Police Federal Credit Union's operations and services.

Position Purpose: To support the financial management and operations of the credit union. Ensure reports, accounts, systems, policies and practices adhere to generally accepted accounting principles. Ensure financial support and operations support is provided to the credit union. Maintain reliable accounting information, records and reports.

Essentials Duties and Responsibilities:

1. Perform payroll processing, to include reviewing payroll source documents, data input, payroll submission and preparing preliminary and final reports.
2. Perform month-end closing of Police Federal Credit Union books and records, including preparation and evaluation of financial statements.
3. Responsible for the monthly investment portfolio accounting and reconciliation.
4. Oversee accounts payable. Ensure timely import, posting, and exception processing of electronic services such as ACH and Share Draft. Research and resolve discrepancies.
5. Work with the Chief Financial Officer with month-end close and financial statement preparation.
6. Assist the AVP, Accounting and Back Office with training and development of accounting clerks.
7. Assist the AVP, Accounting and Back Office with coordinating audit activities with

- examiners and external auditors.
8. Assist the AVP, Accounting and Back Office to ensure availability to accounting department staff for problem resolution.
 9. Provide suggestions to the AVP, Accounting and Back Office concerning alternatives toward departmental continuous development.
 10. Liaison with AVP, Accounting and Back Office to ensure the department has appropriate resources to complete tasks (personnel, equipment and training).
 11. Working with the AVP, Accounting and Back Office to establish processes and procedures that support credit union and departmental standards and strategic directives.
 12. Maintain/reconcile fixed assets and prepaid items.
 13. Reconcile assigned GL accounts.
 14. Answer inquiries from employees regarding accounting department operations, processes and functions.
 15. Perform other duties as assigned.

Qualifications:

Incumbent will have a Bachelor's Degree in Finance and/or Accounting or equivalent combination of education and experience. A minimum of three (3) years professional accounting/payroll processing experience, preferably in a credit union or banking environment. Proficiency with Excel is a must.