Horizon Credit Union—Job Description

**Job Title:** Accounting Specialist/Analyst – A/P

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<tr>
<th>Exempt:</th>
<th>No</th>
<th><strong>Department:</strong> Accounting Services</th>
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<tr>
<td>Employee:</td>
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<td><strong>Reports To:</strong> Financial Accounting Manager</td>
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**SUMMARY:**

An accounting position requiring sound knowledge of accounts payable processing, general ledger transactions, balancing and reconciliations. Processes a variety of general ledger entries and performs various support functions as required as a part of the accounting and record keeping function of the credit union. Work is performed under minimal supervision and in accordance with established procedures. Works in conjunction with the others in the Accounting Department to ensure timelines are achieved.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs various accounts payable functions, including reviewing and coding invoices, entering payments, and balancing company credit card statements.

- Prepare various accounting entries to general ledger, analyze GL entries, balance and verify GL accounts daily, and reconciles as needed.

- Will support various accounting functions, such as booking debt protection plans, processing exception payrolls, other account reconciliations, deferred expenses and other accounting functions.

- Prepares monthly reimbursements according to credit union policies and procedures.

- Prepares moderately complex spreadsheets, charts and graphs as part of problem solving and/or reporting requests.

- Prepares reports and records for Senior Management as needed. Able to communicate clearly and effectively with coworkers and various levels of management.

- Able to back up various tasks and responsibilities of Accounting Specialist positions, ACH, exception payrolls, ATM balancing and/or other critical functions as needed.

- Performs other duties as assigned by department supervisors and managers.
SUPERVISORY RESPONSIBILITIES:

No requirement.

PERFORMANCE STANDARDS:

Prepares and balances all assigned activity on a daily basis. Records kept are accurate and well documented for internal/external audit purposes. Maintains a professional attitude toward accounting and upholds a professional appearance while interacting within the credit union.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); plus at least two year post-secondary education in accounting or finance required. Two plus years’ experience with the following: general ledger accounting (balance sheet and income statement accounts), accounts payable, cost accounting principles, and balancing and reconciling accounts. Credit Union or other financial accounting knowledge and BA in Accounting or Finance are preferred. Related work experience may be substituted for education.

LANGUAGE SKILLS:

Ability to read and comprehend complex and detailed instructions, short correspondence, and memos. Ability to compose professional correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Proficiency with a 10-key calculator is also required.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving multiple concrete variables in standardized and/or non-routine situations.
CERTIFICATES, LICENSES, REGISTRATIONS:

Some post secondary accounting education required. Must pass applicable requirements within first six months to 12 months of employment.

OTHER SKILLS and ABILITIES:

Ability to operate software specific to the credit union's accounting system and member account information. Basic input, output, error correction, general ledger account structure knowledge essential to be able to perform the job.

Ability to operate a personal computer to perform simple accounting tasks such as account reconciliation, access the Federal Reserve Account and other Credit Union accounts. Advanced spreadsheet application (Excel) knowledge desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms. The employee is often required to stand, walk, talk, and hear. The employee occasionally is required to stoop, crouch and kneel.

The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.