

TITLE: Accounting Manager

REPORTS TO: Chief Financial Officer

STATUS: Exempt

Purpose

Develop, manage, and maintain reliable accounting information and reporting on income, expenses, assets, liabilities, and capital for management planning and decision making and for fulfillment of financial reporting requirements. Reconcile GL and bank accounts. Manage the activities of the accounting department and staff. Ensure that reports, accounts, systems, policies and practices adhere to generally accepted accounting principles (GAAP).

Duties and Responsibilities

1. Manage accounting functions to include AP, AR, budgets, cash flow, cost management, financial analysis, financial reporting and recordkeeping, GL, investments, payroll, and taxes.
2. Implement policies and procedures for the accounting department and insure that policies and procedures reflect current regulations, and are communicated to and implemented by subordinates.
3. Responsible for general ledger reconciliation, analysis of financial accounts, and preparation of journal entries. Provide end-of-month close and produce monthly financial statements.
4. Ensure that all activities of the department are in accordance with GAAP and that the accounting records are maintained accurately and in compliance with laws and regulations.
5. Maintain a highly motivated, well-trained staff, evaluating the performance of the staff on a regular basis. Resolve employee questions or conflicts.
6. Develop and implement processes to streamline credit union accounting procedures.
7. Develop and maintain complex computer-based analyses and reports of credit union accounting records on a regular basis.
8. Provide regular reports to management of all online accounting activities for the credit union's accounting/bookkeeping department.
9. Monitor fixed-asset management.
10. Conduct special accounting studies, analyses, and special projects as requested by management.
11. Collaborate with other credit union managers in the area of fraud and enterprise risk management.

Job Specifications:

Professional, well-developed interpersonal skills essential to deal courteously and effectively with a diverse group of staff, callers and visitors.

Bachelor's Degree in Accounting

At least 3 years in management of Accounting or a related field

Working knowledge of PC applications related to the area of Accounting or related field

Work requires frequent lifting of up to 20 pounds and occasional lifting of up to 35 pounds when carrying boxes and supplies to the stock room. This activity also requires occasional bending, squatting, twisting, standing, sitting, twisting and reaching.

Disclaimer

The above information on this job description has been designed to indicate the general nature and level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Employee's Signature

Date

Supervisor's Signature

Date