

# White Rose Credit Union

## Job Description

**Position:** Accounting Manager

**Reports to:** President/CEO

**Purpose:** Develop, manage, and maintain reliable accounting information and reporting on income, expenses, assets, liability, 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/Responsibilities:**

1. Manage accounting functions to include AP, AR, budgets, cash flow, cost management, credit and collections, 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. Reconcile revenue reports, unbilled variances, special projects, payroll and timesheet reports, and claims disbursements. Prepare daily balance sheet (loan and share) analysis. Prepare daily cash position analysis.
4. Responsible for general ledger reconciliation, analysis of financial accounts, and preparation of journal entries. Provide end-of-month close and produce monthly financial statements. Prepare and assist with incurred cost and provisional rate reports as necessary.
5. 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.
6. Maintain a highly motivated, well-trained staff, evaluating the performance of the staff on a regular basis. Resolve employee questions or conflicts.
7. Develop and implement processes to streamline credit union accounting procedures.
8. Develop and maintain complex computer-based analyses and reports of credit union accounting records on a regular basis.
9. Provide regular reports to management of all online accounting activities for the credit union's accounting/bookkeeping department.
10. Monitor fixed-asset management.
11. Conduct special accounting studies, analyses, and special projects as requested by management.
12. Responsible to keep your desk and equipment clean and neat.
13. Report problems or concerns to President/CEO.
14. Perform other duties as required by the President/CEO.

### **Experience:**

- 2 years accounting experience; or equivalent combination of education and experience preferably in the financial institution industry

### **Skills:**

- High attention to detail and accuracy
- Ability to clearly communicate verbally and written
- Ability to Multitask
- Organizational skills
- Advanced computer skills on Microsoft Office with an emphasis in excel, accounting software and databases
- Ability to meet deadlines and targeted goals

### **Education required:**

- High School diploma/equivalent