



## HORIZON FEDERAL CREDIT UNION POSITION DESCRIPTION

<b>POSITION DESCRIPTION:</b>	Accounting Professional
<b>REPORTING TO:</b>	Accounting Manager
<b>DEPARTMENT:</b>	Financial Department
<b>FLSA STATUS:</b>	Non-Exempt
<b>Starting Salary:</b>	\$ 19.00 - \$ 23.00 hourly (based on experience)

Horizon understands our employees are the credit union's greatest asset. We recruit and develop enthusiastic, engaged, and empowered individuals to take ownership of each and every member experience to ensure the member is receiving exemplary service. Together, we strive to provide a brighter financial future for our staff, our members, and our surrounding communities.

***Our staff is driven by a common passion to be the BEST by doing whatever it takes to exceed the expectations of our members and internal team. They are determined to differentiate our Credit Union in the marketplace through our obsession for delivering superior quality and professionalism. They are collectively focused on conducting all business, internally and externally, with the highest degree of honesty, integrity, consistency and ethics.***

### POSITION OBJECTIVE

Monitors and provides accounting support for staff and members. Responsible for providing an exceptional member experience through non-branch alternative delivery methods and detailed, high-level support to the Financial Department and Chief Financial and Information Officer.

### RESPONSIBILITIES

1. Serves as ambassador of the Horizon Federal Credit Union (Horizon) brand. Continuously demonstrates the Credit Union's mission, vision, and core values in all interactions with current and perspective members, colleagues, vendors, and members of the community.
2. Performs routine operations of the Finance Department, including but not limited to: maintaining, verifying, and verifying credit union accounts and transactions, ensure Accounts Payables are up to date and posted accurately and efficiently, accurately maintain general ledger and journal entries.
3. Performs financial and tax reporting.
4. Proactively ensures the credit union's accounting records are in compliance with state and federal laws and regulations.
5. Collaborates with Human Resources to process bi-weekly payroll, ensuring vacation time, sick time, overtime, and all deductions are properly maintained.
6. Effectively supports the Accounting Manager in preparing annual and long-range budget preparation, fixed asset and depreciation program, strategic planning, and all additional tasks as requested.
7. Effectively completes and/or assists with preparation and completion of reports; including monthly reports, quarterly NCUA call report, additional federal reports, and audit reports.

8. Effectively develops, implements and maintains methods for determining branch profitability reports and product profitability reports.
9. Effectively assists in the preparation of Asset/Liability reports for the Board of Directors review. Keep abreast of any industry trends.
10. Effectively performs financial reporting, cash management and forecasting reports on a monthly, quarterly and annual basis.
11. Proactively monitors cost control activities. Suggest cost control strategies on an as needed basis.
12. Reconciles and/or verify Corporate Credit Union Accounts, Student Loans, Negotiable Certificates, ATM, and Mastercard accounts monthly.
13. Assists other departments with accounting entries as needed.
14. Maintains a comprehensive knowledge of policies, procedures, rules, and regulations related to Accounting Clerk position, and keeps abreast of any changes.
15. Proactively provides accounting recommendations, information, and supporting documentation to ensure quality and sound accounting principles.
16. Communicates in person, over the phone, and through email in a clear, diplomatic, and professional manner.
17. Prevents controllably losses by strict adherence to security and compliance policies and procedures as well as state and federal laws and regulations.
18. Adheres to all policies and procedures described in the Employee Handbook.
19. Provides exceptional service to members and staff; seek solutions to problems and escalates accordingly.
20. Actively participates in internal and external educational programs, schools, or conferences to continually develop greater knowledge and expertise. Take initiative for personal career development and seek opportunities to learn new skills.
21. Completes annual mandatory compliance and other trainings.
22. Willingly participates in Credit Union functions, committees, and events on a volunteer basis or as reasonably requested.
23. Willingly works occasional evenings and Saturdays if necessary.
24. Completes all other duties as assigned and/or required.

## QUALIFICATIONS

**Education and Experience:** Bachelor's Degree from an accredited college or university in Accounting or Finance.

**Other:**

- Five years' minimum accounting experience.
- Thorough knowledge of GAAP.
- Maintains a professional demeanor in appearance, communication, and action.
- Possesses a high level of interpersonal communication, both verbal and written.
- Effectively work and remain calm under pressure and in tense situations.
- Maintain confidentiality of all members and employees, their business dealings and transactions.
- Solid working knowledge of accounting related technology regarding hardware and software.
- Expert knowledge of Microsoft Excel, Word, and Outlook.

