

## Horizon Credit Union – Job Description

**Job Title:** Accounting Specialist – Part-time

### **SUMMARY:**

Under general supervision, performs a variety of accounting clerical duties according to existing procedures, methods and systems for Credit Union and CUSO. Receives, sorts, and proofs accounting documents, posts appropriate entries to ledger accounts, and performs other accounting and clerical duties. Requires good mathematical skills, accuracy and basic knowledge of bookkeeping for use in maintaining accounting records by performing the following duties.

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

- Performs various accounting transaction in support of the day-to-day operations of the accounting department
- Accounts for transactions involving checks, ATM and substantiating business transactions, bonds, Cash Letter, Visa cash advances, credit/debit card vouchers, travelers checks, and share draft balancing.
- Assists Accounting Services Manager in Branch Accounting of loan and dividend accruals.
- Assists Accounting Services Manager in preparing month end vouchers, reports, and reconciliation as needed.
- Verifies and posts details of business transactions to general ledger and other tracking systems.
- Balances and verifies general ledger accounts daily, preparing accounting entries as needed.
- Types vouchers, invoices, checks, reports, and other records.

Accounting Specialist  
Page 2

### **SUPERVISORY RESPONSIBILITIES:**

No requirement.

**PERFORMANCE STANDARDS:**

All accounting functions and records maintained in a timely and orderly manner in accordance with prescribed standards. Exception items attended to promptly, corrected and posted daily. All transactions performed correctly and documented as appropriate to nature of transaction.

**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); or three to six months' related experience and/or training; or equivalent combination of education and experience. Related work experience may substitute for education. One (1) Semester of Accounting or equivalent accounting experience required.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to members, supervisor, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Proficiency with a 10-key calculator is necessary for the position.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

No requirement. Must pass applicable requirements within first six months of employment.

**OTHER SKILLS and ABILITIES:**

Ability to operate a personal computer to perform simple accounting tasks such as account reconciliation, access the Federal Reserve Account and the Corporate Credit Union account. Some spreadsheet application knowledge desirable, but not essential.

### **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 walk, talk, and hear; and use a telephone. The employee is occasionally 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 moderate.

### **MENTAL DEMANDS:**

The mental characteristics necessary to competently perform this job include the need to occasionally use some spatial perceptions, and continuously use resourcefulness, problem solving, judgment, and reasoning in performing the duties required.

**HORIZON CREDIT UNION'S JOB DESCRIPTION ACKNOWLEDGEMENT FORM**

I acknowledge that I have received a written copy of the job description for Accounting Specialist, as set forth by Horizon Credit Union. I understand the essential duties, responsibilities and standards that are required of me in this position.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_