

FULL TIME **ACCOUNTING CLERK**

Job description

STAFF RELATIONS. Assist staff with transactions and problems with debit and credit cards. Order new debit and credit cards as requested. Research outages and answer employee questions.

GENERAL LEDGERS. Set up, balance, and maintain GL accounts. Write and post journals to make adjustments when needed.

PROCESS. Process ATM, Debit, and credit card requests (including but not limited to ordering cards, blocking cards, processing charge backs, processing provisional credit).

FRAUD AND DISPUTES. Process fraud cases dealing with ATM/Debit/credit card charges. Process ATM disputes.

BACKUP. Provide backup for other department job duties on an as-needed basis

OTHER BASIC DUTIES:

- Performs all assigned duties while simultaneously and effectively managing and prioritizing workload
- Respond to Accounting Department questions and provide accurate information on credit union policies and procedures
- Participate in an atmosphere of cooperation and teamwork to maintain and improve staff relations
- Balance daily, monthly, and quarterly general ledger reports and bank statements to ensure accuracy
- Posts entries to the general ledger as required
- Responsible to determine the validity and accuracy of postings and ask questions when doubts arise
- Cross train with department personnel for back-up as needed
- Process daily card orders
- Process incoming and outgoing wires
- Process all invoices for the credit union
- Other duties as assigned by supervisor

BASIC REQUIREMENTS:

- Must be bondable
- Must be able to organize and prioritize work
- Proficiency with calculator, keyboarding and computer system
- High degree of accuracy

MINIMUM QUALIFICATIONS:

- Equivalent professional experience may be considered
- Excel proficiency
- Keyboard proficiency; typing speed of 20 WPM
- Ability to hear by telephone and in person
- Ability to read English by sight; and, both speak and write English