

First Financial Federal Credit Union

Job Opportunity

Job Title: Assistant Vice President of Accounting

Summary: This position is the first assistant to the VP/CFO and must have knowledge of and be able to perform all functions on all products and services of the Accounting Department. Responsible for managing the Accounting Department and systems, financial reporting, reconciliation, and analysis functions of the organization. Supervises department personnel to ensure that appropriate levels of training, performance, accuracy, and accountability are present and ensures that members are served professionally and efficiently. Utilizes knowledge and experience in exercising discretion and independent judgment in resolving problems and answering questions.

Essential Duties and Responsibilities include the following:

- Thorough knowledge of all phases of functions performed in the Accounting Department including:
 - Share draft processing
 - Payroll deduction
 - ACH/Direct deposit
 - Accounts payable
 - General ledger
 - Financial analysis
- Responsible for:
 - Preparing and submitting NCUA Form 5300, Federal Reserve collateral schedule & Freddie Mac financials.
 - Calculating and preparing monthly fixed assets and prepaids.
 - Assisting with the preparation of the credit union's annual budget and monitoring of periodic budget to actual results.
 - Calculating, reconciling and paying monthly backup withholding including annual 945 tax form.
 - Preparing and recording monthly insurance premiums.
 - Preparing monthly Board of Directors financial package.
 - General ledger month end closing including financial reports and making sure core system, credit cards, first mortgage systems balance with the general ledger at the end of the month.
 - Various bank and account reconciliations.
 - Posting and reconciling of all loan participations.
 - Reconciling and posting investment purchases, redemptions and interest including average life calculation for investment portfolio.
 - Preparing monthly ALM reports and assisting with the analysis of the credit union's concentration limits.
 - Annual escheat reporting.
 - Preparing monthly visible equity information to be uploaded by VP of Lending. Once the information is uploaded in the visible equity program, balancing the loan portfolio, delinquency, charge-offs & recoveries against the general ledger.

- Reviewing and recommending new methods and procedures to make daily operations more efficient. Performing considerable short-term planning, scheduling, and coordinating within area of responsibility.
- Preparing the department for internal and external audits, regulatory exams, and compliance.
- Participating in annual audits and examinations by overseeing preparation of materials, providing necessary data, and implementing findings as directed.
- Interpreting credit union policy for accounting personnel and training them in following regulations and procedures. Making recommendations in changes of policy and procedures as needed.
- Assuming responsibility for the assets, security of the department and overall safety and well-being of the staff.
- Supporting the efforts of staff members to respond to member complaints; exercising the ability to intervene and resolve problems by applying credit union policy with good judgment in responding to discrepancies or problems with member accounts.
- Providing training to staff about changes in regulation, policies, and procedures related to the Accounting Department responsibilities.
- Requesting wires for funding investment purchases or upcoming purchases for Upgrade and CBS.
- Completing other duties, tasks, and projects as assigned. The list of essential duties is not exhaustive. It may be supplemented as necessary from time to time.
- Assisting the VP/CFO with any additional duties as needed.

Qualifications:

- Bachelor's Degree in Accounting required. MBA preferred.
- Completion of various training and management programs as needed and participation in new studies and programs as they are required.
- Five to ten years' of experience in various functions of the Accounting Department.
- Exceptional analytical skills to evaluate financial and budget performance.
- Excellent knowledge of all phases of accounting operations, products, and services.
- Strong computer skills, knowledge of accounting and database software, proficient in MS Excel.
- Proficient in data analysis and data warehousing.
- Strong ability to research, analyze and solve problems.
- Excellent writing skills and interpersonal skills in listening and oral communication.
- Able to work independently with minimal supervision.
- Leadership - Motivates, assigns and assists staff in daily work.
- Teamwork - Contributes to building a positive team spirit.
- Organizational skills.
- Delegation – Sets expectations and monitors delegated activities.
- Business acumen – Understands business implications of decision.
- Cost consciousness – Recommends and implements cost saving measures.
- Speaks with poise, voice control and confidence, using correct English.

- Customer service - Responds promptly to member needs.
- Interpersonal skills - Maintains confidentiality.
- Demonstrates accuracy and thoroughness.
- Able to communicate with subordinates and members to convey or exchange information.
- Able to make professional presentations to all size groups of any age.

As a First Financial employee, you'll enjoy a challenging work environment and an opportunity to make a difference. We offer paid training and a great benefits package including Medical, Dental, Rx, Vision, Life Insurance, Vacation, Sick, Personal, Tuition Assistance Program and Retirement Plan.

Equal Opportunity Employer/Veterans/Disabled