

# First Financial Federal Credit Union

## Job Opportunity

**Job Title:** Accounting Manager

**Summary:** Reports to the VP/CFO. Has knowledge of and is able to perform functions on all products and services of the accounting department. Is responsible for efficient operations 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:**

- Has thorough knowledge of all phases of functions performed in the accounting department including:
  - Checking
  - Payroll Deduction
  - ACH/Direct Deposit
  - Accounts Payable
  - General Ledger
  - Financial Analysis
- Responsible for:
  - Preparing and submitting quarterly NCUA 5300.
  - Calculating and preparing monthly fixed assets and prepaids.
  - Monthly Profitstars updates and annual budget data collection.
  - Calculating, reconciling and paying monthly backup withholding.
  - Preparing and recording monthly insurance premiums.
  - Preparing monthly Board of Directors financial package.
  - General ledger month end closing, including financial reports.
  - Various bank and account reconciliations.
  - Posting and reconciling of all loan participations.
  - Reconciling loan portfolio, delinquency, charge off's, and recoveries monthly.
  - Posting and reconciling government guaranteed loans.
  - Reconciling and posting investment purchases, redemptions, and interest.
  - Compliance and preparing the department for internal and external audits, regulatory exams.
  - Annual escheat.
- Manages the daily operations of the department to insure effective performance of its staff.
- Prepares annual evaluation of employees supervised.
- Able to interpret credit union policy for accounting personnel and training them in following regulations and procedures.
- Assumes responsibility for assets, security of the department and overall safety and well-being of the staff.
- Supports the efforts of staff members to respond to member complaints; exercises ability to intervene and resolve problems by applying credit union policy with good judgment in responding to discrepancies or problems with member accounts.

- Able to make recommendations in changes of policy and procedures as needed.
- Is responsible for the Federal Reserve's Fedline program including ACH, wire transfers, accounting services, currency orders and implementing updates.
- Assists VP/CFO with any duties that might be needed.

### **Qualifications**

- Bachelor's Degree in Accounting is 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 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.
- Physical demands of the job involve work such as exerting up to 20 pounds of force, occasionally and up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. Requires walking and standing. Requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls. Requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of the materials is negligible.

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 benefit package including Medical, Dental, Rx, Vision, Life Insurance, Vacation, Sick, Personal, Tuition Assistance Program and Retirement Plan.

Equal Opportunity Employer/Veterans/Disabled

Qualified candidates may e-mail resumes to [careers@firstffcu.com](mailto:careers@firstffcu.com) or apply on our website at [firstffcu.com](http://firstffcu.com)