



JOB DESCRIPTION

Accounting Analyst (I)

Department	Accounting
Reports to	Controller
Supervises	N/A
Pay Grade	Non-Exempt Grade 8

Job Summary

The Accounting Analyst (I) will assist in managing daily accounting tasks, ensuring accuracy and efficiency in financial operations under general supervision. This role involves handling financial records, processing transactions, and supporting the accounting department's overall functions.

Essential Functions

- Assist in sorting and filing accounting records and data.
- Process invoices, receipts, and other financial transactions accurately and promptly.
- Audit outgoing wire transfers to ensure compliance with internal policies and regulatory standards.
- Post routine transactions to the general ledger and ensure accuracy in financial data entry.
- Test loan and savings rate calculations for accuracy and compliance with established guidelines.
- Maintain and update fixed asset records, ensuring accurate depreciation calculations and asset disposals.
- Perform account reconciliations (resolving discrepancies and organizing supporting documentation) to ensure accuracy, completeness, and precision within the financial records.
- Support the preparation of financial reports and statements.
- Maintain and inventory supplies. Order, receive, stock and distribute supplies to Member Services Branches in a timely manner. Processes paperwork and monitors accuracy.
- Assist in record retention by organizing and maintaining financial documents in accordance with company policies.
- Meet established deadlines.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

- Experience in accounting and related systems a plus.
- Working experience with Microsoft Excel and other Microsoft products.
- Completing tasks with accuracy and precision.
- Strong critical thinking skills to proactively problem solve, identify opportunities for improvement, and present solutions for consideration.
- Strong written and verbal communication skills.

Education and Experience

- High school graduate or equivalent.
- Knowledge of accounting principles, including or supplemented by college-level courses in accounting or computer science preferred.

Additional Requirements

- Incumbent must be bondable.

Physical Requirements

This is a moderately sedentary office classification although standing and walking between work areas is required. Individual(s) in this class must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator at a reasonable speed, and to operate standard office equipment. Person(s) in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 10 pounds regularly, and up to 50 pounds occasionally. Works in an office environment with moderate noise levels.