



JOB DESCRIPTION

Financial Analyst

Department	Accounting
Reports to	Controller
Supervises	N/A
Pay Grade	Non-Exempt Grade 15

Job Summary

Under general supervision, the Financial Analyst supports the credit union's accounting and reporting functions by generating, analyzing, and interpreting financial data from multiple internal systems. The role develops and maintains spreadsheets and analytical models to support financial reporting, regulatory Call Report requirements, and broader financial analysis. This position performs a variety of accounting duties — including account reconciliation, period-end balancing, purchasing, payroll support, and general ledger maintenance — and applies solid knowledge of GAAP and credit union operations. The analyst collaborates across departments, provides reporting and analytical support to business units, contributes to system and process improvements, and cross-trains to ensure continuity of critical functions. Strict confidentiality of member and employee information is required.

Essential Functions

- Generate and interpret financial and operational reports (SQL/Excel/systems).
- Develop/maintain spreadsheets, schedules, and models for financial, management, and regulatory reporting.
- Perform routine and non-routine accounting operations duties (budgeting, general accounting, AP, account reconciliations, auditing, etc.).
- Process payments, remittances, settlement; post entries; allocate expenses.
- Reconcile general ledger and subsidiary accounts; research and resolve discrepancies.
- Support daily/monthly account balancing and variance analysis.
- Maintain accurate accounting records; assist with financial statement preparation.
- Maintain/configure the accounting platform, including scheduled reporting.
- Work with technology platforms to extract/validate data.
- Assist with planning/testing/implementing new systems or process improvements.
- Partner with IT to resolve outages or data issues.

- Support MSB personnel with transaction-processing questions.
- Prepare tax filings, compensation reporting, and year-end documentation.
- Maintain confidentiality and model service-standard behaviors.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

- Strong proficiency in Excel, with solid working knowledge of Outlook, Word, and Access.
- Experience with SQL, data queries, and accounting/ERP systems preferred.
- Strong technical aptitude with the ability to learn new systems quickly.
- Knowledge of financial institution operations—credit union accounting and regulatory reporting preferred.
- Ability to interpret and respond to complex written and verbal communications.
- High accuracy and attention to detail when performing transactions and working across multiple systems.
- Strong organizational skills with the ability to prioritize in a dynamic, deadline-driven environment.
- Professional, clear, and tactful communication skills in verbal and written formats.
- Ability to read, write, analyze data, and perform accurate financial calculations.

Education and Experience

- Bachelor's degree in accounting or a closely related Business Administration field. A combination of significant credit union or accounting experience may be considered in place of a degree.
- Five or more years of progressively responsible experience in accounting or related functions.

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 20 pounds occasionally. Works in an office environment with moderate noise levels.