



JOB DESCRIPTION

Accounting Clerk I

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

Job Summary

The Temporary Accounting Analyst 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. Process paperwork and monitor 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 Keystone and related systems.
- 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.
- Ability to understand and accurately respond to verbal and written communications.
- Ability to read and comprehend written materials such as reports, instructions, manuals, etc.

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

- Visual acuity required to read and comprehend instructions and correspondence.
- Manual dexterity and fine motor skills required to accurately use a computer terminal, keyboard, and other office equipment.
- Ability to remain standing for extended periods of time.
- Ability to work prolonged periods sitting at a desk and working on a computer.
- Ability to maneuver dolly, stack boxes, and reach onto high shelves requiring physical agility and strength.
- Ability to lift and carry up to 25 lbs regularly, and 50 lbs occasionally.