

EXTRA Credit Union
Structured Compensation - Job Description
Accounting Clerk

Data Year: 2021

Prepared On: 11/09/2021

Department:	Finance	Grade:	5
Reports To:	AVP of Finance	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	KK/LOH	Effective Date:	02/08/2021
		Revised Date:	02/08/2021

Role:

To perform a combination of routine calculating, posting, balancing and verifying duties to obtain primary financial data for use in maintaining financial records.

Essential Functions & Responsibilities:

- E 40% Balance member/corporate electronic transactions posted by various payment systems to settlement reports. Post related journal entries and resolve adjustments and exception issues.
- E 30% Perform supporting tasks within the Finance area including, but not limited to, posting accounting entries, reporting updates, reimbursements and manual processes as needed.
- E 10% Support teamwork within the department by being cross trained on various duties with the expectation of completing assigned back-up tasks according to department standards.
- E 10% Provide prompt, accurate and professional service to vendors and employees.
- E 10% Suggest and assist in implementing operational changes to increase efficiency and/or quality of service.

Performance Measurements:

1. Keep all assigned general ledger accounts current and in balance daily according to established department standards.
2. Keep management informed regarding key operating issues affecting the department and/or credit union.
3. Troubleshoot and resolve vendor and internal inquiries in a timely and accurate manner.
4. Carry out assigned responsibilities with zero errors according to established department standards.
5. Adhere to the credit unions sales and service standards and pass the Product and Services Test on an annual basis.
6. Provide prompt, accurate, courteous, friendly, timely and professional service to all members and co-workers.

Knowledge and Skills:

Experience One month to twelve months of similar or related experience.

Education A high school education or GED.

Interpersonal Skills Courtesy, tact and diplomacy are essential elements of the job. Work involves personal contact with others inside and outside the credit union generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.

Other Skills Must have above average keyboarding skills. Must be proficient in Microsoft Office. Must be highly organized with attention to detail.

Physical Requirements Physical Requirements This job requires using hands and fingers to keyboard for data entry into a computer, which may include repetitive motions. Ordinary visual acuity is needed to prepare and revise documents. Average hearing ability is necessary to receive detailed information verbally. This job is mainly sedentary and may require the candidate to exert up to 20 lbs. of force occasionally.

Work Environment No hazardous or significantly unpleasant conditions exist, such as in a typical office.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature