

Kentucky Telco Federal Credit Union

Job Description

TITLE: STAFF ACCOUNTANT/ANALYST

REPORTS TO: Manager of Accounting and Financial Analysis

Position Purpose: The primary purpose of this position is to assist the Credit Union in fulfilling our mission of making a positive difference in each member's financial life. Responsible for performing activities as detailed below in an accurate and timely manner.

Specific Duties:

1. Deliver high-quality, consistent service to both external and internal members that fulfill our service promises.
 - Respectful, Resourceful, Attentive, Responsive, Accurate, and Appreciative.
2. Responsible for secondary verification of dividend rates before posting.
3. Responsible for processing various monthly reconciliations.
4. Assist Manager of Accounting and Financial Analysis with various reports and spreadsheets for Senior Management and Board of Directors.
5. Preparation of monthly reports including, but not limited to: Branch Performance and Profitability, New Loan, and Business Development reports.
6. Preparation of quarterly reports including, but not limited to: Loan Profitability and Census reports.
7. Update Prepaid sub-accounts on a monthly basis.
8. Preparation of the annual sales tax returns, 945's and 1099's.
9. Testing of incentives for marketing and business development.
10. Share and member Purge Verification.
11. Vendor Management Program.
12. Assist with Record Management program and database of Physical Inventory.
13. Assist with preparation of the NCUA 5300 Call report.
14. Prepare annual Core Deposit Study.
15. Assist with gathering requested information for auditors and examiners.
16. Back up for review of gap and AON warranty income accounts at month end to make sure there are no posting errors.
17. Verify member wires as needed.

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18. Record Investment purchase, sale, call and maturity entries and input in investment database.
19. Investment interest payment tracking.
20. Prepare and email Daily Balance file.
21. Prepare daily cash management spreadsheet.
22. Prepare month end mortgage accrual.
23. Serve as a backup for Senior Accountant.
24. Keep Manager of Accounting and Financial Analysis advised as to progress and problems as they arise.
25. Other duties as assigned.

Position Requirements:

1. Good organizational skills
2. College Degree in Accounting or 2 years of general ledger accounting experience
3. Experienced user of Microsoft office. Advanced skills in Excel.
4. Maintain a consistent positive attitude by exhibiting a pleasant demeanor, smiling and welcoming members and employees.
5. Ability to handle multiple and/or changing assignments/priorities.
6. Communication and interpersonal skills to effectively work with members and co-workers.
7. Ability to abide by Telco's Service Mission and Promises.