NEW BEDFORD CREDIT UNION

Accounting Associate I

Position Title: Accounting Associate
Classification: Non-Exempt

Department: Accounting / Finance
Approved By: Michelle Greenwalt

REPORTING RELATIONSHIPS
Position Reports to: Vice President of Finance / Controller
Positions Supervised: **None**

SUMMARY
Performs various clerical and routine accounting tasks to support the finance department, to include posting of accounting journal entries, billing, accounts payable and general ledger balancing of various accounts. Respond to internal inquiries with departments/vendors to resolve a variety of problems.

ESSENTIAL DUTIES AND RESPONSIBLITIES:

1. **Analyze teller work and balance on a daily basis and post interface which involves printing various reports and balancing to general ledger.**
2. **Creating and posting various journal entries daily.**
3. **Settling and reconciling various accounts daily.**
4. **Clearing test accounts and creating posting sheet daily.**
5. **Daily Reconciliations.**
6. **Balancing Money Gram weekly.**
7. **ATM Balancing & Reconciliations.**
8. **Clearing Paid checks.**
9. **Back up to completing OFAC**
10. **Back up to retrieving FRB return checks twice per day.**
11. **Initiating wire transfers as needed.**
12. **Weekly Payroll Journal Entry.**
13. **Weekly filing of A/P checks and teller work.**
14. **Backup Qwickrate payments and maturities processed monthly.**

Adherence to Bank Secrecy* Act (BSA) *responsibilities which are specific to the position, and reporting suspicious activities to the BSA Officer.

Other:
Other tasks deemed by the Controller

PERFORMANCE MEASUREMENTS

- The ability to multitask and meet deadlines on a timely basis.
- Strong organizational skill is required.
- Ability to problem solve.
- Attention to details.
- Ability to balance accounts and prepare financial reports.
- Computer savvy.
- Positive, professional business relationships among the credit union.

QUALIFICATIONS

- Knowledge of accounting and related computer applications.
- Proficient in Microsoft excel.
- 1-2 Years related experience in Banking/Accounting is required. Banking preferred.
- Team player attitude needed to work with other departments at all levels and resolve analytical problems.
- Excellent verbal and written communications skills required.
- The ability to work independently and take on additional projects as assigned.

NEW BEDFORD CREDIT UNION IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST OTHERWISE QUALIFIED APPLICANTS ON THE BASIS OF RACE, COLOR, CREED, RELIGION, ANCESTRY, GENETIC INFORMATION, AGE, SEX, MARITAL STATUS, NATIONAL ORIGIN, DISABILITY OR HANDICAP, VETERAN STATUS, *OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW.*

Full-time employees are offered a competitive salary commensurate with experience and a comprehensive benefits package including health, dental, short- & long-term disability, term life insurance, AD&D insurance, 401 (k), and tuition assistance.

APPLICATIONS/RESUMES MAY BE SUBMITTED VIA E-MAIL (NOT SECURE), FAX, POSTAL MAIL, OR DROPPED-OFF IN PERSON.

ATTN: Human Resources
NBCU
1150 Purchase Street
New Bedford, MA 02740

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