

**Accounts Payable/Staff Accountant**

<b>Employee:</b>		<b>Department:</b>	Accounting
<b>Reports To:</b>	Accounting & Auditing Manager	<b>FLSA Classification:</b>	Non-Exempt
		<b>Updated:</b>	March 2019

**SUMMARY:** This position is responsible for performing a variety of professional accounting duties with the principle areas of responsibilities being accounting for all liabilities of the credit union, except for borrowing. This position also acts as a resource for managers and the credit union.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Must effectively carry out the essential duties and responsibilities of this position in a manner that consistently demonstrates Sun Federal’s mission and core values in a positive manner. Other duties may be assigned.*

**1) Responsible for accounts payable process for entire credit union.**

- a) Maintains accounts payable database that houses all vendor, invoice and payable information. Verifies all information including agreed upon terms and pricing structure, branch allocation and general ledger account is accurate before putting invoice in queue for approval. Maintains accurate records of all outstanding invoices and purchase orders by branch to process all month end accrual entries. Assures all invoices are paid in a timely manner to avoid additional fees and preserve the credit rating and vendor relations of the Credit Union.
- b) Provides management with monthly and annual expenses by category and vendor for cost analysis and budgetary purposes. Matches expenses to budget in order to establish budget compliance. Alerts Accounting Manager to invoices received outside the budget parameters, those not preceded by a purchase order, or not properly approved.
- c) Verifies requisition requests based on internally established criteria (ex: budget constraints, proper completion of requisition, proper approval, etc.), and issue a purchase order number.
- d) Processes all employee cash advances and request for checks. Balance and monitor related general ledgers. Processes all employee expense reports monthly.
- e) Prepares 1099’s for venders.

**2) Other job duties related to liabilities on the balance sheet:**

- a) Responsible for coordinating and initiating bi-monthly the supply order for the entire credit union. Provides branches with historical per item usage and related costs for budgetary purposes.
- b) Responsible for processing member backup withholding and retaining corresponding detailed member reports. Monitor and balance related general ledgers.
- c) Processes all sales tax reports and payments
- d) Controls the capital budget including equipment and software purchases and large capital projects like buildings and leasehold improvements.
- e) Processes CUNA Mutual payments and claims which include collateral protection insurance premiums, workers compensation premiums, business auto premiums that are received via ACH on various insurance products and submit monthly credit life and disability insurance premiums.

f) Responsible for maintaining a maintenance accrual spread sheet for self-insured equipment.

### **3) Visa Credit Card Accounting**

- a) Responsible for the general ledger accounting for all credit card transactions which includes reconciling all general ledgers including accounting entries for transactions, charge backs and adjustments.
- b) Recognize interchange and processing expense for credit card program.
- c) Review Visa invoice for accuracy.

### **4) General Accounting Duties**

- a) Balances and submits Cedar Point ticket sales for the Northwest Alliance of the Ohio Credit Union League.
- b) Responsible for assigned monthly GL reconcilements, variance reporting, month end financial reports, and annual account budgeting.
- c) Prepares account entries by compiling and analyzing account information. Documents financial transactions by entering account information. Recommends financial actions by analyzing accounting options.
- d) Conducts Budget Buddy meetings with assigned Branch Manager in a timely manner.

### **5) Promote Individual and Credit Union Success**

- a) Supports Sun Federal's mission, vision and values. Makes a positive contribution to business plan objectives and goals.
- b) Understands and adheres to all policies, procedures and regulations.
- c) Responsible for personal development through training, collaboration and teamwork.
- d) Demonstrates professionalism in dress, tone, flexibility and communication.
- e) Consistently acts as part of a cohesive team, demonstrating excellent interpersonal skills and the ability to interact positively with other employees. Maintains open and respectful communication with other departments. Handles conflict directly and discreetly.
- f) Shows empathy and respect in all interactions with members, internal and external.
- g) Takes ownership of job duties as assigned or needed. Participates in assigned projects and training in a meaningful and positive way.
- h) Recommends and develops process improvements and procedures to enhance productivity and improve service.

### **PERFORMANCE MEASUREMENTS**

1. Accounting documents, records, and reports are accurate, current, and timely.
2. Accounting errors or discrepancies are promptly discovered and resolved (or referred).
3. Good communication and coordination exists with Credit Union personnel. Assistance and support are provided as needed.
4. Management is appropriately informed of area activities.
5. Accounting functions are completed in accordance with established standards, policies, and procedures.
6. Effective business relations exist with suppliers and vendors.

## **QUALIFICATION REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The individual must be able to successfully pass background checks.*

<b>EDUCATION/CERTIFICATION:</b>	Bachelor degree in Accounting or Finance required.
<b>REQUIRED KNOWLEDGE:</b>	Knowledge of basic accounting concepts and procedures including account reconciliation. Knowledge of related computer applications.
<b>EXPERIENCE REQUIRED:</b>	One to three years of previous accounting experience preferred.
<b>SKILLS/ABILITIES:</b>	Displays a professional image that promotes Sun Federal's brand and culture. Demonstrated ability to provide remarkable member service and staff support. Demonstrated ability to work under and meet deadlines and work with multiple priorities. Proven leadership skills required. Excellent judgment and decision-making skills. Well organized and detail oriented. Good math skills. Good attention to detail and accuracy. Cooperative and willing to assist others. Able to use PC, calculator, and other basic business machines.  Excellent presentation and organizational skills. Proven teamwork skills. Must be fluent in English with excellent written and verbal communication skills. Strong interpersonal and administrative skills. Strong PC skills with the ability to use and instruct others on Microsoft Windows, Word, Excel and Outlook.

## **PHYSICAL ACTIVITIES AND REQUIREMENTS**

<b>TALKING:</b>	Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
<b>AVERAGE HEARING:</b>	Able to hear average or normal conversations and receive ordinary information.
<b>REPETITIVE MOTIONS:</b>	Movements frequently and regularly required using the wrists, hands, and/or fingers.
<b>AVERAGE VISUAL ABILITIES:</b>	Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
<b>PHYSICAL STRENGTH:</b>	Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally.

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**WORKING CONDITIONS** No hazardous or significantly unpleasant conditions (such as in a typical office).

## **MENTAL ACTIVITIES AND REQUIREMENTS**

<b>REASONING ABILITY:</b>	Ability to deal with a variety of variables under only <u>limited standardization</u> . Able to <u>interpret</u> various instructions.
<b>MATHEMATICS ABILITY:</b>	Ability to perform basic math skills, use decimals to compute ratios and percent, and to draw and interpret graphs.

**LANGUAGE ABILITY:**

Ability to read a variety of books, magazines, instruction manuals, atlases, and encyclopedias.  
Ability to prepare memos, reports, and essays using proper punctuation, spelling and grammar.  
Ability to communicate distinctly with appropriate pauses and emphasis; correct punctuation (or sign equivalent) and variation in word order; using present, perfect, and future tenses.

**JOB DESCRIPTION INTENT & PURPOSE**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by managers as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. Sun Federal maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

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Employee Signature

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Date