

**Job Description**

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**Senior Accountant**

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| **Employee:**  **Department:**  **Reports To:** | Finance  Director of Finance | **FSLA Classification:**  **Updated:** | Exempt  July 2024 |

**SUMMARY:** The Senior Accountant is responsible for maintaining financial practices that result in providing comprehensive financial analytics and reporting, forecasting and budgeting. This position is also responsible for assisting with the direction and administration of the Finance department and is a cultural champion. Trains, directs and assists in supervising Finance team as directed. Ensures that all financial reporting, analysis, policies and procedures are in accordance with generally accepted accounting principles and NCUA requirements. Ensures that all financial analyses contribute to the advancement of the business plan. Provides management with information necessary for decision-making.

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

1. **Finance Department Leadership**
   1. Assists the Director of Finance in providing leadership to the Finance team.
   2. Provides effective objective setting, delegation and communication.
   3. Conducts team meetings as directed.
   4. Assists with developing a calendar of monthly, quarterly and annual deadlines and priorities.
   5. Serves as team lead in the absence of the Director of Finance.
   6. Provides input for annual team performance appraisals.
   7. Trains and directs the accounting staff.
   8. Provides support and assistance to team members and credit union staff as needed.
   9. Aids and advises branch and department managers in handling accounting entries, reports and various comparative analyses.
   10. Backs up the Director of Finance and various Finance employee duties.
2. **Business Plan Oversight**
   1. Compiles, prepares and administers the financial information used to produce the annual financial business plan.
   2. Prepares all forecasting, budgeting and subsequent validation of the process as it relates to comparisons with financial results, as well as ongoing data input and maintenance of the credit union’s budget models.
   3. Prepares and reviews assigned annual Finance department budgets.
   4. Compiles data for the annual capital adequacy process.
3. **Month-End Close**
   1. Prepares and reviews assigned GL monthly reconcilements.
   2. Oversees and reviews assigned sections of the monthly financial report packet.
   3. Works with the Finance team to produce a monthly variance analysis of actual income and expenses to budget for review.
   4. Writes monthly financial statement narrative analysis for Senior Management that appraises the credit union's financial position and condition.
   5. Inputs all financial data and produces reports that measure business plan progress on key indicators and goals.
4. **NCUA 5300 Call Report and 4501A Profile**
   1. Compiles the financial information required for the quarterly submission of the NCUA 5300 Call Report.
   2. Updates the NCUA 4501A Profile as changes occur.
5. **Credit Union Insurance Coverage**
   1. Coordinates information gathering for the annual survey across various departments.
   2. Reviews and analyzes coverages and costs annually.
   3. Submits all Property and Business Liability insurance claims.
6. **External Financial Audits**
   1. Coordinates accounting information related to the various Financial Statement Audits performed on the credit union.
7. **Expectations for Leadership Team**
   1. Supports, creates organizational awareness and models Sun Federal’s mission, vision, values and culture. Accepts responsibility to live Sun Federal’s culture.
   2. Positively influences others by demonstrating competency in Sun Federal’s Leadership Expectations: Instilling a Shared Vision, Strategic Agility, Emotional Intelligence, Communication Skills, Business Acumen, and Developing Others & Teams.
   3. Actively models Sun Federal’s service behaviors and coaches employees to consistently follow them.
   4. Shows professionalism, empathy and respect in all interactions with members, internal and external.
   5. Takes personal responsibility to actively listen to the members, understand their needs and take initiative to help the member as the priority. While some have little direct member contact, every position at Sun Federal supports the member.
   6. Takes ownership of job duties. Offers team members assistance when necessary to help develop a fully competent and cohesive workforce. Recommends and develops process improvements and procedures to enhance productivity and improve service.
   7. Responsible for the departmental budget process and department strategy sessions. Manages expenses accordingly.
   8. Responsible for personal development through training, collaboration and teamwork. Understands and adheres to all policies, procedures and regulations. Maintains knowledge of regulations appropriate for the position (i.e. Bank Secrecy Act, OFAC, etc.) and attends all training as it relates to position-related regulations.
   9. Adheres to Sun Federal’s security procedures and safeguards member information.
   10. Demonstrates professionalism in dress, tone, flexibility and communication.
   11. 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.
   12. Collaborates, contributes and communicates for the success of the team. Invites and accepts feedback from others and provides upward feedback.

**PERFORMANCE MEASUREMENTS**

1. Financial analyses including ratios, cost reviews, accounting reports, etc. provide meaningful information to Management for strategic decision-making.
2. Financial reporting functions are completed accurately, timely and in accordance with legal and organizational requirements.
3. Committee participation is productive and meaningful.
4. Professional business relations exist with auditors, trade professionals and business contacts.
5. Good coordination and effective working relations exist with other departments.
6. The Director of Finance is well informed of key issues affecting the department and the credit union.
7. All assigned financial records and reports are current, accurate and organized.

**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.*

**Education/Certification:** Bachelor’s degree in Accounting or Finance.

**REQUIRED Knowledge:** Strong knowledge of accounting principles, best practices and their application. Ability to understand and produce annual financial business plan. Thorough understanding of credit union financial operations, processes and reports.

**Experience Required:** Three to five years of accounting and finance experience in a financial institution of a similar or larger size.

**skills/abilities:** Ability to assist and provide feedback to others. Well-organized and attentive to detail. Able to meet deadlines and manage projects. Strong Excel knowledge. Well organized and attentive to detail. Strong analytical skills.

**PHYSICAL ACTIVITIES AND REQUIREMENTS**

**finger dexterity:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

**talking:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

**average hearing:** Able to hear average or normal conversations and receive ordinary information.

**repetitive motions:** Movements frequently and regularly required using the wrists, hands and fingers.

**average visual abilities:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.

**physical strength:** Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally (Almost all office jobs)

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

**MENTAL ACTIVITIES AND REQUIREMENTS**

**reasoning ability:** Ability to deal with a variety of variables under only limited standardization. Able to interpret various instructions.

**mathematics ability:** Ability to compute discount, interest, profit and loss. Able to perform simple algebra.

**language ability:** Ability to read a variety of books and instruction manuals. 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 Date

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