

# Employment Opportunities



**POSITION:** Financial Accounting Specialist

**REPORTS TO:** Senior Accountant

**CLASSIFICATION:** NON-EXEMPT

**DEPARTMENT:** Finance

## **SERVICE STANDARDS:**

The focus of this role is to:

- Act as a catalyst and promoter, reinforcing the following credit union's service standards:
  - We always act in the best interest of our members.
  - We own, respond, and immediately resolve member questions/concerns.
  - We look for ways to innovate and improve the member experience.
  - We continuously seek the opportunity to learn and grow.
  - We maintain the highest degree of professionalism in appearance, language, and behavior.
  - We protect the privacy and confidentiality of all member and Credit Union information.

## **RESPONSIBILITIES:**

- Post and reconcile activity in Scient corporate daily savings account, including:
  - Shared branching reconciliation.
  - Student loan postings / reconciliation.
- Reconcile outstanding corporate checks to the general ledger.
- Manage liquidity position to meet the day-to-day operations of the credit union.
- Interact with other departments to research and resolve member issues and disputes in a timely and effective manner.
- Direct the full accounts payable cycle from the time an invoice is received until payment is issued.
- Complete reconciliations as assigned to assist in the monthly closing process.
- Maintain expense tracking spreadsheet and accruals by AOR.
- Perform analytical review of expenses as part of the month-end close process.
- Analytical review of balance sheet and income statement performance compared to budget and interim re-forecasts.
- Maintain Fixed Assets and Pre-paid expense registers.
  - Update Capital Expense spreadsheet tracking actual expense to budget.
  - Complete annual personal property declarations for municipalities.
- Completion of assigned schedules required for the 5300 Call Report.
- Assist in the preparation of the annual budget.
- Assist in periodic financial re-forecasts.
- Assist with vendor management for Finance Department.
- Ensure proper IRS reporting for vendor payments requiring form 1099-MISC.
- Provide support for internal audit, external audit and NCUA Examination requests.
- Coordinate data retention and disposal of documents with 3rd party vendor.
- Payroll download from 3rd party payroll provider to the general ledger.
- Creation of Pricing Committee schedules for bi-weekly meetings.

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- Provide support for, but not limited to:
  - Submission of mortgage loan servicing files and follow up as needed for any exceptions.
  - Completion and uploading monthly report for investors.
  - Generating the loan and deposit files for upload to budget/projection model.
  - Upload and balance loan files to 3rd party vendor to support the valuation of the allowance for loan loss provision.
  - Completion and filing of IRS & Connecticut forms 945 that report IRA & backup withholdings.
  - Completion of annual Sales & Use tax for State of Connecticut.
  - CD investments/purchases via 3rd party vendor(s).
  - Coordinate with purchasers/sellers for required documentation and wiring instructions.
  - Updating , maintaining and ensuring the balancing of SQL based financial statements.
  - Running and maintaining deposit reclassification program.
  - Preparation and transmission of ALM files and documents for 3rd party vendor.
  - Completion of the Qualified Collateral Report (QCR).
  - Analytical reviews of cash needs for ATM's and branch operations.
  - Scient Foundation.
  - NCINO (previously Visible Equity).
  - Maintain and update Finance Department procedures for which the position is deemed to be primarily responsible for.
  - Coordination of CERT 112.
  - Ad HOC analysis as assigned.
  - Special projects as assigned

## 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 the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Customer Service Orientation-Quick turnaround of requests.
- Analytical Thinking-Ability to assess situations accurately and respond correctly.
- Organizational Awareness-Thorough understanding of Credit Union philosophy.
- Flexibility – Willing to change priorities to meet changing demands.
- Information Seeking – Detects problems or opportunities.
- A good understanding of general accounting methods, accounts payable, bank reconciliation, fixed asset accounting and regulatory reporting.
- PC literate with good working knowledge of word processing and Internet applications. Intermediate or better skills are required in Excel.
- Strong math skills (calculations and concepts involving decimals, percentages, fractions, etc.)
- Working knowledge or ability to thoroughly learn the Core Processing System.

## EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Business, Accounting, or Finance; minimum of three years' experience or equivalent combination of education and experience.
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## **CERTIFICATIONS:**

- None

## **SUPERVISORY RESPONSIBILITIES:**

- None

## **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their responsibilities.
- The noise level in the work environment is usually moderate.

## **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their responsibilities.
- While performing the duties of this job, the employee is required to stand; sit; use hands to finger, handle, grasp or feel; stoop; knee; crouch; push; pull; reach with hands and arms; repetitive motion; lift; and talk or hear. The employee must occasionally lift and/or move up to 50 lbs. and frequently up to 10 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

## **TO APPLY:**

Please send your resume to [careers@scientfcu.org](mailto:careers@scientfcu.org).