

**KAUAI GOVERNMENT EFCU
 Job Description**

Job Title: Accountant Grade: 2	Effective Date: 04/01/2019
Division: Accounting	Dept.: Accounting
FLSA Category: Administrative	
FLSA Status: Non-Exempt	
Reports to: Accounting Director	
PURPOSE AND SCOPE	
<ul style="list-style-type: none"> • Responsible for General Accounting and Financial & Managerial Reporting functions including Accounts Receivable and Accounts Payable • Maintain a system of internal controls that will ensure that company assets are adequately safeguarded and that all financial reporting is prepared in compliance with all financial policies and GAAP • Follow policies and procedures (internal controls) in place to provide reasonable assurance that the company assets are protected • Work with both internal and external audits in the periodic review of the company's financial records. Further responsible for the adherence of agreed upon recommendations, related to areas of responsibility, resulting from the audit findings • Maintain general accounting function, which includes inter-company accounting, cash management/reconciliation, financial reporting, balance sheet management • Responsible for reviewing monthly/quarterly account reconciliations and other documents to ensure compliance with company and financial policies under GAAP. 	
ESSENTIAL JOB FUNCTIONS	
1. Directly responsible for the completion of the day-to-day functions of the Accounting Department.	60%
2. Identify operational efficiency; maintain Accounting processes and resulting periodic reporting procedures. Perform timely analysis of periodic results and if warranted, recommend appropriate action(s) to the Accounting Director.	15%
3. Meet on a regular basis with the Accounting Director and coordinate the direction and central planning necessary for the successful operation of this division and implementation of the Strategic/Action Plan. Assist with the development and implementation of the credit union objectives and budget.	15%
4. Perform other work as assigned.	10%
TOTAL:	100%

SUPERVISION RECEIVED

- Work with minimal supervision and direction from the Accounting Director.
- Empowered to solve problems in a professional and timely manner.
- Exercise discretion and independent judgment in tasks/situations detailed in departmental procedures.

MANAGEMENT/SUPERVISORY RESPONSIBILITIES

Directly Supervises: None

Indirectly Supervises: None

EDUCATION AND/OR EXPERIENCE

MINIMUM necessary education and experience needed to perform this job successfully.

- Undergraduate Degree in Accounting and/or Two-year college degree with equivalent of four years of experience within financial services / accounting / bookkeeping
- Group presentation experience from prior roles

For Internal Promotions:

- Above average performance rating from the previous two annual performance evaluations, if applicable
- Financial institution related educational courses/seminars:
(e.g., HCUL, CUNA, FEAH, etc.)
 - 1) Twenty-four (24) hours per calendar year, and/or
 - 2) CUNA's STAR program: CU Fundamentals (3 modules)
(CU Orientation, Member Relations, & Security)
 - 3) CUNA's MERIT (Management Enrichment Training) program:
Six (6) modules or substitution equivalent

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Driver's License and vehicle to travel.

KNOWLEDGE/SKILLS REQUIRED

Must be able to communicate (verbally and in writing) clearly in the English Language.

REASONING/DECISION-MAKING/PLANNING ABILITY

Must be able to make good decisions dealing with members, employees, and the public in a timely manner.

CUSTOMER/MEMBER INTERFACE

Frequent direct contact with external or internal customers or members through multiple means (face-to-face, correspondence, telephone, electronic messaging, etc.).

PHYSICAL DEMANDS

Work Environment:

- “Moderate” noise level in an enclosed air conditioned facility (e.g., office with computers, printers, work area with light traffic, telephones, etc.).
- Must be able to lift, push, and pull a minimum of 25 lbs.
- Must be able to operate office equipment such as: computer, typewriter, fax, telephone, photocopier, and calculator.
- Position may require prolonged sitting, standing, and walking.

TRAVEL REQUIREMENTS

Some travel may be required to attend meeting/educational offerings by car or aircraft to various locations throughout the United States. The length of the travel varies by purpose.

ATTENDANCE REQUIREMENTS

Please note that scheduled attendance requirements may change due to business needs.

Scheduled days of work when the credit union is open:

Monday, Tuesday, Wednesday, Thursday from 7:40 a.m. – 4:40 p.m.

Friday staggered shifts (CU hours: 8:30 a.m. – 6:00 p.m.)

Operations: 8:00 am – 5:00 pm, 8:15 am – 5:30 pm, 8:30 a.m. – 5:30 p.m,
9:15 am – 6:15 pm

Must be able to work additional hours, weekends, and Holidays as needed.

KGEFCU
Accountant 2
Eff: Jan. 2019

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I acknowledge that I have read the job description associated with the position that I now hold. I understand that revisions to this job description may occur. I further understand that I may be assigned projects or duties, as needed that may not be specifically listed in the written job description.

I further understand that if I cannot perform the necessary functions of this job, with or without reasonable accommodations, that I may be dismissed from this position and/or the company.

I understand that I have entered into my employment relationship with the company voluntarily and acknowledge that there is no guarantee of a specific length of employment. I acknowledge that this job description is not a contract, or a legal document. Accordingly, either the company or I may terminate the relationship at will with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Job Title: Accountant	Effective Date:
Division: Accounting	Dept.: Accounting

Employee Signature

Date