

Accountant
Richmond, VA
Exempt – Full-time

Position Summary:

Supports the daily operations of the accounting department and the maintenance of the Credit Union's accounting records and reports, ensuring they are in compliance with generally accepted accounting and financial practices.

Duties and Responsibilities:

1. Assist the Controller in performing accounting requirements for general and complex areas, including, but not limited to, operational accounting, payroll, accruals, fixed assets, leases, and borrowings.
2. Assist the Controller in the monthly close process, including, but not limited to, establishing timelines, tracking status, and ensuring reviews.
3. Prepare journal entries, monthly account reconciliations and financial analysis.
4. Support the maintenance of the structure of the general ledger.
5. Coordinate with Operations and other departments to solution issues.
6. Assist in the preparation of income and balance sheet statements, consolidated statements, and various other accounting statements and reports. Completes accounting functions in accordance with established Credit Union policies and procedures.
7. Assist in the preparation of regulatory reports, including NCUA Call Report, financial statements, and disclosures.
8. Assist the Controller in the development and implementation of accounting/operational processes.
9. Support the development, implementation, modification, and documentation of recordkeeping and accounting systems, making use of current computer technology.
10. Prepare reports and other analytics for senior management as requested.
11. Support the annual budget process.
12. Maintain documented procedures in areas of responsibility.
13. Participate in audits (external, internal, regulatory, etc.)
14. Maintains regular contact with other departments to obtain information and/or to correct transactions.
15. Ensure efficiencies and effectiveness of processes in areas of responsibility.
16. Keeps management informed of area activities and of any significant problems.
17. Ensure assignments and/or deliverables are completed on time and as scheduled to ensure department and Credit Union deadlines are met.
18. Performs other job duties as assigned.

Qualifications:

- Bachelor's degree in Accounting or related field.
- Three (3) to Five (5) years of relevant experience.
- Banking or Credit Union experience preferred.

- Strong knowledge of accounting principles (GAAP).
- Ability to manage multiple tasks and deliverables with set deadlines.
- Strong communication skills, verbal and written.
- Strong attention to details.
- Ability to exercise tact and responsibility with handling confidential information.
- Strong Microsoft office skills (Excel, PowerPoint, and Word).
- Working knowledge of economic and accounting principles and practices, the financial markets, Credit Unions, and the analysis and reporting of financial data.