

Position Title: Accounting Department Manager
Date Posted: 12-1-2022
Branch Location: 3767 Sparks Drive SE, Grand Rapids, MI 49546
Reports To: Chief Financial Officer

JOB SUMMARY

The primary purpose of this position is to assist Preferred Credit Union in achieving our vision to become the preferred financial partner of our members for their primary banking needs.

RESPONSIBILITIES

Develop, manage, and maintain reliable accounting information and reporting on income, expenses, assets, liabilities and capital for management planning and decision making and for fulfillment of financial reporting requirements. Reconcile general ledger and bank accounts. Oversee the activities of the accounting department and staff.

- Daily balancing and review of general ledger accounts
- Weekly verification, accounting, and payment, of all vendor invoices
- Overseeing monthly expense and accruals as well as furniture, fixture & equipment (FF&E) inventory controls
- Monthly balancing of the credit union's corporate credit union accounts
- Backup for ACH handling, share draft returns/NSF's, federal reserve bank daily return items, VISA Credit card, Debit card and ATM machine settlement and balancing
- In rotation with other Managers for opening & closing on Saturday branch hours
- Assist with monthly balancing of investments and posting monthly interest accruals
- Assist with month end and year end postings and monthly closing of general ledger
- Assist with creating monthly board financial statements
- Assist with the quarterly filing of the NCUA 5300 call report
- Assist with annual audits and exams
- Other duties as assigned

Ensure service is delivered to our members and team members that is in alignment with Preferred Credit Union's Service Promises:

- I promise to greet you with a smile and address you by name
- I promise to take responsibility in all matters
- I promise to make it easy to do business with Preferred Credit Union
- I promise to respond in a timely manner
- I promise to be knowledgeable
- I promise to maintain a high level of confidentiality
- I promise to make every effort to uphold mutual respect
- I promise to show you ways that Preferred can become a more valued financial partner

Additionally, meet all internal and external service expectations as measured by surveys and mystery shops.

Required: Bachelor's degree in a business-related discipline; Accredited ACH Professional (AAP) and National Check Processing (NCP) designation preferred.

BENEFITS (waiting period may apply)

401(k) matching • Medical Insurance • Dental Insurance • Vision Insurance • Life Insurance • Disability Insurance • Health Savings Account • Paid Time Off

Equal Employment Opportunity