



**GULF COAST FEDERAL CREDIT UNION**

**POSITION DESCRIPTION**

**Position:** Accounting Supervisor *Updated: 7/2022*

**Department:** Accounting

**Purpose:** To assist the CFO in accounting functions using established policies, guidelines, and accounting principles set forth by NCUA and GAAP.

**Scope:** Under the general supervision of the CFO, Applicant must perform a variety of routine duties related to the accounting and bookkeeping functions using varied and standardized procedures. Applicant must comply with applicable statutes and regulations including, but not limited to, the Bank Secrecy Act, the USA Patriot Act, as well as all policies and procedures set forth by the credit union.

**Reports To:** CFO

**Machine**

**Skills:** Fax Machine, PC with Windows environment, Multifunction Copiers, 10-Key

**Job**

**Specifications:** To adequately perform the duties of this position, Applicant must have basic knowledge of accounting principles, policies, and procedures. Accounting documents, records, and reports will be prepared, maintained, and posted accurately and in a timely manner. Requires the communicational, mathematical, and general business knowledge usually acquired by a bachelor's degree graduate (preferred) as well as 1-2 years of relevant experience. 6+ years of relevant experience will be considered in lieu of bachelor's degree. Applicant will help keep management appropriately informed of department function within their scope, maintain a good working relationship with others (i.e. members, co-workers, vendors, etc.). Ensures that all paper and electronic work is clean, secure, and well-maintained.

**Physical**

**Requirements:** Applicant must be capable of lifting up to 25 pounds. Job requires frequent viewing of computer screen, continual eye coordination, and hand/wrist movement and finger manipulation. Must be able to sit for long periods of time as well as stoop, bend, and reach overhead occasionally.

**Duties &  
Responsibilities:**

**Accounting Duties:**

- Prepare, pay, and file all accounts payable for the credit union. Research and resolve discrepancies.
- Responsible for balancing all bank statements. Research and/or return any outstanding items and prepare the reconciliation in a timely manner.
- Responsible for the ACH origination of members' loan payments.
- Responsible for working daily ACH exceptions and all other ACH related duties.
- Assist in processing expense and other checks payable.
- Assist CFO with financial statements.
- Assist in annual preparation of 1099 MISC forms (where needed).
- Prepare and enter daily, monthly, periodic, and as-needed general ledger transactions.
- Process incoming and outgoing wires and post to appropriate general ledger accounts.
- Maintain all relevant filings properly (including those general ledger journal vouchers, accounts payable documents, and other miscellaneous filings).
- Assist members and employees with researching, tracking, and resolving (or properly referring) accounting or documentation problems and discrepancies for members and staff.
- Complete any other duties as assigned by their supervisor or executive management.
- Assist with Financials, call report and Asset Liability Management

**Backup Duties:**

- Primary back up for monthly credit life and disability premiums.
- Complete any other duties as assigned by their supervisor or executive management.

**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

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 supervisors as deemed appropriate.**

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonable 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. The organization 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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date