

**STAR Financial Credit Union**  
**Accounting Manager**

**Job Description**

**Position Summary**

Perform the accounting duties necessary to record business transactions and maintain accounting records. Responsible for calculating and posting certain transactions and reconciling assigned general ledger accounts. Provide prompt, accurate, and courteous service to all internal members (co-workers) at all times.

**Duties and Responsibilities**

- Prepare daily cash flow showing sources and uses of credit union cash.
- Analyze and maintain daily cash availability for all corporate accounts and cash vaults.
- Process cash orders for all ATMs, ITMs, and Retail Centers
- Post daily account settlements (i.e., ATM/ITM activity, Debit Card settlements, etc.)
- Daily reconciliation of cash GLs (i.e., ATMs)
- Daily reconciliation of other assigned GLs (i.e., Debit Card settlements, teller deposits, savings bonds, etc.)
- Assist in the preparation of the quarterly 5300 Call Report.
- Monitor and reconcile other assigned accounts regularly by researching data, performing analysis, and conducting numerical calculations.
- Backup to other accountants (i.e., Corporate Settlements, FFE, Accounts Payable, etc.)
- Prepare and post month-end closing activities (i.e., Prepaids, Accruals, Investments, etc.)
- Assist with the preparation of various financial reports.
- Maintain organized files for accurate record keeping.
- Monitor, review, and reconcile assigned accounts regularly by researching data, performing analysis, and conducting numerical calculations.
- Assist with creating standard operating procedures for accounting policies and regulations and roll out reconciliation procedures.
- Assist with the preparation of IRS forms 990 & 990T
- Process and post-month-end closing transactions accurately and timely.
- Provide audit and exam support as assigned.
- Analyze expense/income variance reports at month-end to determine the cause of movement.
- Maintain organized files for accurate record-keeping and audit support.
- Comply with BSA regulations when performing all job requirements and stay abreast of updates/requirements of BSA/OFAC/CIP through completion of training courses assigned annually by the supervisor and as well as attendance at quarterly all-employee meetings discussing BSA compliance activities.
- Other duties as assigned.

**Knowledge**

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**Accounting Manager**

- Possesses a firm understanding of accounting concepts, practices, procedures, and principles
- Possesses an understanding of financial reporting and assists in forecasting.
- Knowledge of related computer applications.
- Knowledge of Credit Union operations is a plus.
- Laws and regulations - knowledge of laws and regulations governing credit unions.

**Skills**

- Strong analytical skills
- Strong organizational skills.
- Attention to detail and accuracy.
- Superior computer skills with advanced knowledge in Excel and PowerPoint.
- Self-motivated individual with willingness to learn, accept responsibility, and tackle new challenges.

**Abilities**

- Ability to analyze and interpret information involving numerical calculations.
- Ability to effectively and professionally communicate with strong reporting skills in small and large group settings.
- Ability to manage projects and meet rigid deadlines.
- Ability to multi-task and deal with changing workflow.
- Ability to work under general supervision to accomplish goals.

**Experience**

- 5-7 years of accounting experience with a Finance, Accounting, Business Administration degree.
- Or 10 years of general accounting experience without a degree.

**Education**

- Bachelor's degree in Accounting, Finance, or Business Administration.
- Or equivalent combined education and related experience.