

Hoya Federal Credit Union

POSITION DESCRIPTION

POSITION TITLE: Accounting Manager

DEPARTMENT: Accounting

CLASSIFICATION:

APPROVED BY:

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager & CEO

POSITIONS SUPERVISED:

POSITION PURPOSE

Responsible for directing, coordinating, maintaining, and controlling an accounting system that properly reflects the financial position of the Credit Union. Monitors Department policies and procedures and recommends improvements, consults with the Senior Management team, participates in establishing and implementing major goals and objectives, and serves as a resource in all aspects of accounting. Ensures accurate internal and external recording and reporting of financial transactions. Oversees budgeting, general ledger, accounts payable and receivable, payroll, fixed asset management, etc. Ensures that accounting activities are in accordance with established legal, regulatory, and Company procedures. Responsible for performing, overseeing and directing accounting functions, including general ledger, accounts payable, fixed asset, and cost accounting. Prepares periodic reports, reviews and reconciles data, and participates in the development of specialized financial data. Oversees and prepares entries and adjustments to Credit Union records, files, and statements. Assists with financial and variance analyses and budget preparation. Provides managers with information necessary for decision-making.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. **Assumes responsibility for the planning, development, and implementation of effective accounting strategies, policies, and procedures.**
 - a. Assists Senior Management in developing short and long term goals and objectives for the Accounting Department.
 - b. Ensures that accounting plans, goals, and policies are consistent with established Company-wide goals.
 - c. Ensures that policies are in accordance with evolving regulations, legal requirements, and industry trends.
 - d. Performs the development and implementation of financial information and control systems, including general ledger, budgeting, cost allocation, and other subsystems.
2. **Assumes responsibility for the effective preparation, maintenance, and reporting of internal and external financial records and analyses.**

- a. Performs the preparation of daily, monthly, annual, and other periodic financial statements and reports. Ensures that external document submissions and filings are accurate and timely.
 - b. Assists in the preparation and monitors the budget and business plan.
 - c. Coordinates the annual audit and regulatory exam. Ensures that accounting records and reports are in compliance with GAAP and government regulations. Cooperates with and assists external auditors and regulators as appropriate.
 - d. Oversees and assists in the preparation and control of operational budgets.
 - e. Completes reports and analyses of departmental and area operations as requested by Senior Management. Conducts cost analysis, ratio and trend analysis, and other comparative examinations as appropriate.
3. **Assumes responsibility for performing and overseeing daily operations and performing administrative functions for the Accounting department.**
- a. Ensures effective financial internal controls for the Credit Union. Continually evaluates established policies and procedures, and updates or modifies them as necessary. Documents and creates flowcharts to organize Department processes.
 - b. Coordinates accounting information systems which track specific operational and financial data. Works to implement and update systems including fixed asset management, expense management, cash management, etc.
 - c. Completes financial analyses of Credit Union cash flow, investment strategies, banking relationships, debt management, etc. Develops and implements improvements as appropriate.
 - d. Reviews potential merger and acquisition opportunities. Prepares business plans and reports addressing related issues.
4. **Assumes responsibility for the effective performance of all Accounting Department functions.**
- a. Ensures that accounting functions and duties are accurately and promptly completed.
 - b. Prepares journal entries and balances work in more complicated accounting areas.
 - c. Oversees the preparation of regulatory and governmental reports. Reviews financial information needed to ensure an accurate statement of the Credit Union's financial position to various regulatory agencies.
 - d. Oversees the Credit Union's fixed asset portfolio. Prepares depreciation schedules and catalogs furniture, fixtures, and equipment.
 - e. Researches and resolves accounting errors and discrepancies.
 - f. Assists with budget preparations and financial analyses. Monitors costs and expenses.
 - g. Prepares regular reports and statements for management.
 - h. Ensures that accounting functions are completed in accordance with established procedures and applicable regulations.

5. **Assumes responsibility for establishing and maintaining effective business relations with vendors, governmental agencies, and outside business and accounting professionals.**
 - a. Serves as a liaison between the Credit Union and external auditors and regulatory authorities.
 - b. Represents the Credit Union to various trade professionals and groups.
 - c. Ensures that the Credit Union's professional reputation is projected and maintained. Ensures appropriate levels of confidentiality regarding Credit Union operations.

 6. **Assumes responsibility for establishing and maintaining effective communication and coordination with Credit Union personnel and with management.**
 - a. Advises department managers regarding accounting entries, reports, and comparative analyses.
 - b. Coordinates accounting functions with other departments. Interfaces with operations department or our IT consultant in the development and implementation of efficient systems consistent with new software applications.
 - c. Ensures the timely completion of reports, records, and other documentation.
 - d. Ensures that all employees are well informed of accounting policies, procedures, and regulations. Facilitates consistency at all levels of accounting operations.
 - e. Maintains regular contact with other departments to obtain information and/or to correct transactions.
 - f. Keeps management informed of area activities and of any significant problems or concerns.
 - g. Attends and participates in meetings and committees as appropriate.
 - h. Assists area personnel as needed.

 7. **Assumes responsibility for related duties as required or assigned.**
 - a. Stays informed of developments in the accounting field and of changing governmental and legal requirements.
 - b. Completes special projects as assigned.
 - c. Ensures that work areas are clean, secure, and well maintained.
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PERFORMANCE MEASUREMENTS

1. Financial and accounting statements, records, and reports are accurate and timely. Management is provided with useful and informative reports and data. The Credit Union's Accounting documents, financial reports, and related reports are accurately and timely completed and/or filed. Management is provided with useful, specialized reports as needed.
2. Appropriate department policies and procedures are developed and updated as needed.

3. Accounting functions are conducted in accordance with established principles, policies, standards, and related legal requirements. Accounting errors are promptly detected and resolved.
 4. Credit Union assets are safeguarded and preserved
 5. Good business relations exist with auditors, governmental officials/agencies, trade professionals and all other outside business contacts.
 6. Good communication and coordination exist with Credit Union personnel and with management. Assistance is provided as needed.
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QUALIFICATIONS

EDUCATION/CERTIFICATION: Bachelor's and Master's degree in accounting, business or related field: CPA preferred.

REQUIRED KNOWLEDGE: Thorough knowledge of financial accounting concepts, practices, procedures, and financial reports.
Understanding of related governmental regulations, statutes, reporting and filing requirements.
Understanding of related auditing functions.
Knowledge of related computer applications.
Knowledge of Credit Union operations.

EXPERIENCE REQUIRED: Three or more years of high level accounting experience and related supervisory experience preferred.

SKILLS/ABILITIES: Excellent leadership and human relations abilities.
Strong oral and written communication abilities.
Able to organize, coordinate, direct and execute projects.
Well-organized and attentive to detail.
Able to meet deadlines and manage projects.
Proficient in 10-key and computer operations.
Strong analytical and technical skills.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

FINGER DEXTERITY: Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.

TALKING: Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.

AVERAGE HEARING: Able to hear average or normal conversations and receive ordinary information.

REPETITIVE MOTIONS: Movements frequently and regularly required using the wrists, hands, and/or fingers.

AVERAGE VISUAL ABILITIES: Average, ordinary visual acuity necessary to prepare or inspect documents or products, or operate machinery.

PHYSICAL STRENGTH: Sedentary work; sitting most of the time. Exerts up to 10 lbs. of force occasionally. (Almost all office jobs.)

WORKING CONDITIONS

NONE: No hazardous or significantly unpleasant conditions (such as in a typical office).

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REASONING ABILITY: Ability to apply logical or scientific thinking to a wide range of intellectual and practical problems.
Able to deal with very difficult concepts and complex variables.

MATHEMATICS ABILITY: Ability to use advanced algebra, exponents, logarithms, linear equations, quadratic equations, mathematical induction and binomial theorem, permutations, calculus, and/or analytic geometry.
Able to perform basic statistical calculations including frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory and factor analysis.

LANGUAGE ABILITY: Ability to read scientific and technical journals, abstracts, financial reports, and legal documents.
Ability to prepare articles, abstracts, editorials, journals, manuals, and critiques.
Ability to prepare and make comprehensive presentations, participate in formal debate, communicate extemporaneously, and professionally communicate before an audience.

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 reasonably 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.